

# **BUTLER COUNTY JOB DESCRIPTION**

**Department: County Conservation**

**Title: Executive Director**

**Salary Range: 64,500 - \$68,000 with 3-year step increase**

**Reports to: Butler County Conservation Board**

**FLSA: Exempt**

## **PURPOSE OF POSITION**

Perform such duties as defined by section 350 of the Iowa Code. Performs a wide variety of professional and administrative duties related to the management of parks, recreational areas, trails and wildlife areas. Coordinates, plans and administers all projects, programs and functions related to the Butler County Conservation at the discretion of the Butler County Conservation Board.

## **ESSENTIAL DUTIES AND RESONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned as needed by Conservation Board.

Attends all Conservation Board meeting, prepare agendas, takes minutes, carryout directives and policies established by the Conservation Board.

Prepares, discusses and justifies a budget before the Conservation Board and Board of Supervisors. Works within approved departmental budget.

Maintains all departmental records and files.

Develops long range plans and goals for areas, buildings and items related to the Butler County Conservation Board.

Submits and recodes all claims and receipts to the Auditor and Treasures Offices on behalf of the Conservation Board.

Oversees all operating, maintenance and projects procedures related to the Conservation Board.

Manages the procurement, maintenance, and dispersal of Board property.

Oversee and supervises all daily and seasonal operations related to the Conservation Board

Prepares reports of accomplishments, annual report and prepares grant applications for submission.

Hires and oversees Board approved permanent and seasonal employees necessary for proper and efficient operations. Schedules and delegates responsibility to effectively administer various program components. Supervises the training of new hires, Plans, organizes and oversees work activity to ensure safe completion of projects and programs.

Coordinates the efforts of citizen support groups, other officials, private agencies and organizations. Handles correspondence from public concerning related issues.

Keep informed on trends procedures and philosophies in; outdoor recreation, design/development of parks and facilities and the preservation and rehabilitation of natural resource area, federal/state and local programs and public use of resources.

Inspects facilities and premises to insure that such areas are maintained in safe and attractive manner and enforces rules and regulation.

Develops and applies departmental policy and operating procedures under Conservation Board and code guidelines.

Attends regional and statewide meeting to keep abreast of legislative and relates changes which impact conservation and recreation programs.

Representative for the Board at public meetings and all public relation events.

Provides long term planning development through needs assessments and analysis.

Performs related duties as may occasionally be required such as parks and trail maintenance/development and checking campers.

The workweek is non-typical, but generally 40 hours per week, occasionally up to 55 to 65 hours per week as needed.

Must live within 30 miles of the Butler County Conservation Shop for emergency response.

Emergency response could include but is not exclusive to; flood preparation and safety/operation of campgrounds and bike trail.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Bachelor's Degree in outdoor recreation, wildlife, forestry, natural resources or other applicable field and at least 5 years of experience in natural resources or parks management.

Or

Have a two year degree in outdoor recreation, wildlife, forestry, natural resources or other applicable field and have at least 10 years of experience in the county conservation system.

Acquire and maintain valid state of Iowa Driver's License.

Acquire and maintain fire certification of NWCG S-130 and S-190. Certifications must be obtained within one year.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PREFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Work involves constant activity such as walking, standing, bending, stooping, kneeling, reaching vertical and horizontal, using of fingers, hands, feet, legs and torso in providing various services and functions. Ability to operate various types of vehicles, machinery, and equipment in a safe and proficient manner. Involves the use and maintenance of trucks, tractors, mowers, tree planter, trailers, ladders, chainsaws, sprayers, sanders, routers, jigsaws, circular and table saws, and other various hand and power tools. Must be able to frequently lift, carry, push and pull at least 50 lbs. Work requires the ability to read and understand data and technical information from manuals, screens and other devices. Clerical and related administrative work performed involves record keeping, office management and equipment operation capabilities generally associated with these functions.

### **Cognitive Ability**

Knowledge of the principles and techniques used in natural resource management. Knowledge of modern techniques and methods used in the care and maintenance of public parks. General knowledge of state, federal, and local conservations laws and regulations. Capacity to apply abilities, subject matter and knowledge in resolving problems, analyze work problems effectively and supply sound judgment in their solution. Develop, oversee, and implement site and comprehensive plans and prepare annual report; coordinate, schedule and delegate responsibility; oversee the recruitment, training and supervision of support personnel; prepare, discuss justify and work with a budget; develop and apply policy and procedure under Conservation Board and code guidelines; Sensory requirements include numerical/clerical and form perception; visual and sound perception; knowledge on methods of communication and public speaking; knowledge of various conservation programs and Iowa Natural Resources; knowledge of organizations and agencies concerned with natural resource management, education, conservation, water quality, ect.; ability to prepare news releases, fliers and related publications; operate visual aid equipment; supervise daily and seasonal operations relate to the County Conservation Board. Knowledge in using a computer on a daily routine with knowledge in operating Microsoft Office.

**Language Ability and Interpersonal Communication**

Must have the ability to communicate effectively in both written and oral communication with employees, Board Members, elected officials and the general public. Ability to establish and maintain an effective working relationship with Conservation Board, elected officials, employees and other agencies, and the general public.

**Environmental Adaptability**

Regular exposure to temperature extremes according to the Iowa seasons. Frequent exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools in various maintenance/repair functions. Exposed to toxic agents, dust, odors, noise, vibrations, etc.