

Iowa County Conservation - Executive Director Job Description

Job Title: Executive Director **Reports to:** Iowa County Conservation Board **FLSA:** Exempt

Iowa County Conservation is seeking a forward thinking individual to serve as Executive Director to provide leadership for, and continue to promote conservation, education, and recreation in Iowa County. Having a “boots on the ground” attitude and proficient knowledge of conservation practices is greatly desired to help develop our 14 properties to their best potential, as well as help sustain an active and evolving conservation education program. Having superior leadership, communication, and organizational skills are desired. The Executive Director will serve as the face of Iowa County Conservation and will be the main point of contact with campers and park users. The applicant should have the ability to identify and develop talent, and facilitate our team environment, where each member works together to support ICCB as a whole. Work within and generate enthusiasm within a supportive community of volunteers and non-profits. ICCB has worked to create thriving recreation opportunities such as the Lake Iowa Nature Center, a large campground, and new cabins and is seeking a leader with vision to take us even further.

Essential Functions:

Establish and maintain effective working relationships with co-workers, partnering agencies, organizations and the general public.

Supervises and actively maintains all Conservation Board areas and resources including facilities, prairies, woodlands, lakes, and wildlife.

Leads and works alongside Iowa County Conservation staff; translates department vision into actionable goals and objectives and collaboratively works with the ICCB team in achieving them.

Administers budget and financial information, prepares annual budget for presentation to the conservation board, maintains and monitors budget expenditures, revenues, and budget activity.

Specific Duties: Must be able to work irregular hours and be on call on nights, weekends, and holidays.

Develop, update, and carryout Conservation Board policies.

Advise the board on good Conservation / Education / Recreation practices and techniques.

Direct and work with all field employees in maintenance, and conservation education.

Supervise staff in daily and seasonal program operations including buildings and grounds, maintenance, education programs, and public relations.

Coordinate schedules, delegates responsibility to effectively administer program components.

Attend Conservation Board meetings, take minutes, and collaboratively with the board Chairperson, prepare meeting agendas.

Approve all purchases made by conservation board staff, and submit activity and budget reports at monthly conservation Board meetings.

Submit an annual report including a list of board members, meetings held, land acquisitions, maintenance work, educational activities, and financial reports to the board each year.

Maintain records and files for County Conservation Board.

Handles correspondence received by the board and public in a timely and accurate manner.

Stay current on federal, state, and local laws, policies and initiatives that may affect department operation by maintaining membership in applicable professional and trade organizations.

Write grants for the Iowa County Conservation Board.

Be able to operate a variety of maintenance and office equipment.

Conduct an active and accurate public relations program concerning all activities of the County Conservation Board, and encouraging conservation education in Iowa County.

Represent the board at public meetings with board members or on their own.

Develop burn plans and conduct controlled burns.

Education / Training: Bachelor's Degree with major coursework in natural resources, outdoor recreation, public administration, or related natural resource field or equivalent on the job experience.

Work Experience: At least three years of work-related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of this position. Experience should indicate some expertise in staff administration, natural resources and facilities management, public speaking, grant writing / fundraising, working with boards, and fiduciary responsibility. Disclaimer: The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change.

Salary: \$62,000 + depending on qualifications and experience, standard county benefits, onsite housing is also available but not required. Post offer physical and drug screening required, 90 day probationary period will apply.

To Apply: Submit Iowa County application, cover letter, resume, and 3 current references by 3pm on February 8, 2024 to: Iowa County Conservation, 2550 G Ave, Ladora, IA 52251 or cmontross@iowacounty.iowa.gov

Application available at: <https://iowacounty.iowa.gov/jobs>

Iowa County Conservation is an Equal Opportunity Employer; We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.