



Executive Director Job Description

Job Title: Executive Director
Department: Conservation
FLSA Designation: Exempt
Reports to: Conservation Board
HR Approved: Lisa Seddon, April 2024

Job Summary

The Executive Director is responsible for planning and directing the operations of the Conservation Department, and to assist the Conservation Board in providing effective management of county parks, properties, and conservation programs across Marion County. Performs duties as defined by section 350 of the Code of Iowa. Coordinates, plans, and administers conservation and recreation programs in the county under the directive of the Conservation Board. Performs related work as required.

Essential Functions and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Manage the daily operations, personnel, finances, maintenance and public relations of the Conservation Department; schedules, directs, hires, performs disciplinary action, and trains employees; assigns priorities, and reviews work completed; Oversees, plans and coordinates assigned department related projects and events.
- Develop short and long term operation plans for recreational areas, conservation areas and park facilities to achieve the goals of the Conservation Board.
- Prepares an annual budget for the department, including estimated operational costs for submitting to the Conservation Board. Presents annual budget request to the Marion County Board of Supervisors.
- Prepares grant applications and maintains and submits records required to ensure continued funding.

- Performs public relations functions including, but not limited to working/partnering with other conservation groups and governmental agencies, directing the preparation of media releases, serving as the Board's representative on various committees, both local and statewide, representing the Board at speaking engagements and interacting with the general public.
- Manage the research and development of parks, recreational areas and conservation areas, including preparing proposals, ordinances, billing structures, record keeping systems and related items.
- Conduct regular visits to the county, parks, properties, and facilities to ensure and assist in the efficient provision of services to the public and adherence to Conservation Board policies and procedures.
- Manage the preparation of all construction plans and specifications for conservation projects.
- Review current Conservation Board policies and procedures and submit proposed revisions, recommendations, and or suggestions for approval.
- Prepare an agenda for each regular meeting of the Conservation Board and assist the President in the function of the meeting as required.
- Regularly communicate with the Conservation Board President outside of board meetings to receive instructions and review departmental activities.
- Other duties, as directed or as the situation dictates.

Minimum Education and Experience Required to Perform Essential Functions

- Bachelor's degree in the natural resources field from an accredited college/university.
- 5-years of natural resource management and/or program administration preferred.
- Knowledge of conservation principles and practices, able to work independently.
- Considerable knowledge of and ability to utilize supervisory and management techniques.
- Knowledge of the methods and equipment utilized in the maintenance, construction and repair of grounds, facilities and equipment.
- Knowledge of horticulture, landscape architecture and engineering as it applies to planting, maintaining and operating parks, recreational areas and conservation areas.
- Knowledge of and ability to prepare applications for grant programs.
- Ability to prepare clear, concise and organized business communications., reports, records, cost estimates and correspondence.
- Ability to understand and follow both oral and written instructions.

- Ability to establish and maintain effective working relationships with the general public, Government officials, supervisors and employees.
- Ability to maintain the confidentiality of all departmental communications, documents and correspondence.
- Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
- Ability to manage and lead multiple projects simultaneously.

Certificates, Licenses, Registrations

- Must possess a valid Iowa Driver's License.
- Must acquire S130/S190 prescribed wildland fire certification within one (1) year of employment.

Mental and Physical Competencies Required to Perform Essential Functions

Language Ability

Ability to read, analyze, and interpret blueprints, reports, technical instructions, and governmental regulations. Ability to read and understand equipment procedural and repair manuals.

Mathematical Skills

Ability to calculate figures, including fractions. Ability to apply concepts of basic algebra and geometry, as well as basic mathematical calculations, including addition, subtraction, multiplication and division.

Cognitive Demands

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

Work is performed both in an office setting and outdoors in a variety of weather conditions. Outdoor work may involve bending, reaching, standing, walking over rough terrain, working with chemicals, lifting and carrying objects weighing up to 80 lbs. and utilizing hand and power tools.

Environmental Adaptability

Work is performed both indoors and outdoors so the employee is exposed to weather conditions prevalent at the time, including but not limited to, heat, cold, rain, snow, wind and dust. The employee may be exposed to moving machinery, fumes and gases. The noise level in the work environment can range from quiet to loud.

Equipment Used

Working knowledge and skill in the use of computers and software programs, including Microsoft Office, Word, Excel, Outlook and PowerPoint.

May use Pickup Trucks, Tractors w/Buckets, Trailers, Skid Steer Loader, Front Mount, Mowers, Trimmers, Various Hand Tools, Various Power Tools, Chainsaws, UTV's, Boats/Outboard Motors, Computer, Printers, Calculator, Internet Services, Telephone.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Signature

Date

Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.