

WINNEBAGO COUNTY

Position: Executive Director

Supervises: Naturalist, Natural Resource Manager and Natural Resource Technician

Department: Conservation

FLSA Status: Exempt

Gives work direction to all employees

Revised: March 11, 2024

POSITION SUMMARY

At will, full time, position appointed by and reporting to the Conservation Board. Under general direction of the Conservation Board, serves as chief administrative officer responsible to plan, coordinate, direct and oversee all aspects of the County Conservation Board program and department. Oversees administration of Conservation Board staff. Manages all real property in the conservation system, according to Section 350 of the Iowa Code.

ESSENTIAL JOB DUTIES

- Set and oversee direction for the conservation department by exercising general supervision over staff, organizing, coordinating and assigning program areas of responsibility to staff, conducting staff meetings to review work plans, progress of assigned work, and results.
- Administer and develop policy by formulating, planning and directing and evaluating the county conservation program with written and oral administrative policy in accordance with Conservation Board policy.
- Submit to the Board at each monthly meeting a report of field operations, administrative activities and financial status of the conservation department budget.
- Employ, upon the approval by the board, assistants and employees necessary for administration, development and maintenance and operation of nature center, park property and facilities.
- Develop and coordinate an effective human resource/personnel administration program such as policies, job descriptions/specifications, grievance procedures and evaluation tools for performance standards to attract and retain staff. Conduct staff meetings, interpret Board policy to the staff; enhance staff capabilities and provide for open and effective staff relations.
- Prepare reports and recommendations for the Conservation Board by researching records, current mandatory standards, and contacts with other agencies in formulating recommendations to the Conservation Board on a wide range of issues.
- Oversee the Integrated Roadside Vegetation Management program.
- Oversee community outreach/public relations by organizing and facilitating meetings and maintaining public contacts and contacts with organizations and other county departments, and to work cooperatively on county, regional, and statewide projects that ultimately affect local citizens.
- Administer budget and financial information by obtaining budget requests from staff and preparing annual budget for presentation to the Conservation Board; maintains and monitors expenditures and budget activity.

- Carry out land acquisition program of the Board by working to identify potential willing sellers with land to add to the county conservation board programs, writing offers and acceptance agreements and negotiating land transactions.
- Write and submit grant applications to further the efforts and priorities of the Conservation Board. Plan and coordinate efforts to receive federal, state and private supplemental funds. Work closely with the Friends of Winnebago County Conservation Foundation, Inc. including attending their meetings as scheduled.
- Write, edit or supervise production of brochures, newsletters, articles, displays, and other media.
- Assist the conservation board chair in the function and conduct of meetings as requested.
- Attend work-related meetings and professional development opportunities to keep well informed on trends, procedures, and philosophies in outdoor recreation; design and development of park facilities; preservation of natural resource areas; national and state programs affecting natural resources; and management development; and to periodically report to the Conservation Board the results of research and investigation in the above mentioned areas.
- Direct the field staff in maintenance and habitat management of county conservation areas and conservation education. Conduct maintenance, management, and education programs as needed.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Conservation Board.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledgeable of principles and practices of public management, administration, and employee relations.
- Knowledgeable of work safety regulations and standards.
- Knowledgeable of organizations and agencies concerned with conservation, natural resource management, education, water quality, etc. Example: USDA Farm Programs and practices.
- Knowledgeable of computer software programs such as Word, Excel, ArcView, and PowerPoint, necessary to perform the work.
- Knowledgeable of environmental and conservation education principles and concepts.
- Knowledgeable of natural resources, natural resource management, cultural history of Iowa, outdoor recreation and sporting activities
- Ability to hire, train, manage and evaluate staff.
- Ability to prepare and work within a budget.
- Ability to establish and maintain effective working relationships with groups, organizations, the public and co-workers.
- Ability to coordinate, schedule and delegate responsibility to administer various program components.
- Ability to properly procure, manage, and disperse board property.
- Ability to develop, oversee, implement, and evaluate site plans, comprehensive plans, annual plans, and annual reports of accomplishments.
- Ability to develop and apply policy and procedure under Conservation Board and Code of Iowa.
- Ability to develop and evaluate programs appropriate for the needs, wants, and desires of county residents.

- Ability to respond to visitor and public complaints, and emergency situations.
- Ability to communicate effectively, orally and in writing, to groups and individuals in formal (including radio and TV presentations) and non-formal situations.

ENTRY REQUIREMENTS

Education/Training: Bachelor's Degree, with major course work in natural resources, outdoor recreation and/or a related natural science field.

Work Experience: At least five years of work related experience that provides the knowledge, skills and abilities necessary to perform the essential job duties of the position. Emphasis given to experience in natural resource management, conservation education, program administration, and grant writing.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license with appropriate endorsements. Must possess Herbicide Applicator Certification Category 1A and 6 (within 6 months of hire.) S-130/190 Wildland Fire Certification (within 6 months of hire.) County provides vehicles for on duty staff use.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

WORK ENVIRONMENT

Work is performed indoors and outdoors, but is generally performed indoors in an office setting and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent will also be required to maneuver rough terrain on foot, is subject to work in hot, cold, wet, dusty, dirty, noisy, fummy conditions or atmospheres. May be in contact with dust, dirt, chemicals, noise and severe weather conditions (extreme hot, cold, snow, ice, wind, rain, and flood). Work requires extensive interaction with the general public and governmental agencies and may be stressful when meeting deadlines and making abrupt changes in priorities.

HOURS OF WORK

Generally 40 hours in a seven (7) day period. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties or combine positions at any time.

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