

**MONONA COUNTY  
JOB DESCRIPTION**

**Position:**     **Executive Director**           **Reports to:**     Conservation Board  
**Department:**   Conservation                   **Revision date:** July 1993

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**GENERAL SUMMARY**

Under general direction of the Conservation Board, the Executive Director directs and supervises the staff and work performed within the County's parks, wildlife and recreation areas.

**ESSENTIAL JOB DUTIES**

Works closely with employees to develop and manage park areas and facilities. Develops policies, plans and conservation programs, setting short and long term goals. Presents proposals for land acquisition and facility development to Conservation Board. Prepares construction and financial specifications, obtains bids and ensures legal requirements are met. Oversees and coordinates implementation of plans and projects.

Supervises conservation field staff and work performed by staff. Outlines work needed to be done and methods appropriate. Evaluates progress and completed work. Develops and administers personnel policy. Participates with Conservation Board in the hiring, disciplining and dismissal of employees. Provides communication between staff and Conservation Board.

Maintains office for County Conservation Board, provides information to public, answers phone, returns messages, mail. Projects financial needs and resources and prepares the department's annual budget to be approved by Conservation Board. Develops and completes grant applications. Maintains personnel records, time sheets, equipment records, and property under control of the Conservation Board. Prepares and submits periodical reports to Conservation Board.

Ensures the Conservation Department meets all county, city, state and federal policies and statutes such as Right to Know, Fair Labor Standards Act, Iowa Code, Federal Registry, Conservation Board personnel policy, Conservation Board law enforcement policy. Maintains communication with state and federal legislators regarding pertinent legislation. Develops and recommends appropriate policies for law enforcement and use of force. Recommends to board staff members to serve as peace officers.

Maintains public relations and promotes education. Informs public about Conservation Board policies. Represents board at various meetings. Provides leadership to conservation and civic organizations. Gives presentations to various groups. Handles public complaints and reports to Conservation Board. Promotes environmental education by participating in local organizations. Provides information to callers, travelers, groups and agencies.

Works with park rangers, naturalists and park officers in actual park maintenance such as tree planting, tree trimming, equipment repairs, landscaping, repairing and constructing park facilities.

Patrols parks and recreation areas in order to enforce laws within parks. Operates a radio-equipped patrol car, registers campers, checks for possession of appropriate licenses, issues citations for violations, and provides information and assistance to the general public.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of basic principles of budgeting, accounting and office management.

Knowledge of principles and methods of forestry and wildlife management.

Knowledge of local, state and federal laws related to conservation, fish and game law enforcement.

Skill in performing cardiopulmonary resuscitation (CPR) and first aid.

Skill in coordinating work and supervising employees.

Ability to perform basic math and bookkeeping functions.

Ability to safely operate and maintain machinery and tools such as mowers, saws, drills, tractors and trucks.

Ability to make presentations and communicate effectively with public. Ability to prepare written reports.

Ability to safely perform heavy manual labor for extended periods, including bending, climbing ladders, kneeling, balancing and walking on uneven ground.

Ability to safely push, pull, lift, and carry heavy objects which may weigh over 100 pounds including tools, wood, tanks, fish feed and trees .

Ability to operate office equipment such as typewriter, telephone, photocopier, computer and calculator.

### ENTRY REQUIREMENTS

High school diploma or GED equivalent; Bachelors degree in park administration or related field with experience preferred. Valid driver's license and insurability. Must obtain peace officer certification and training in the use of pesticides. Ability to lift 80 pounds, carry 35 pounds and push or pull 150 pounds.

### WORK ENVIRONMENT

Works outside and inside. Work outdoors requires walking on uneven ground, lifting and carrying heavy objects, and operating heavy equipment. Incumbent must occasionally climb ladders and work at unprotected heights, reach, bend and kneel. Work often involves exposure to extreme temperature and work in confined spaces. May be subject to safety hazards, burns, and cuts. Work in office involves operating office equipment while seated.

1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying 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.