



Harrison County Conservation  
2725 Easton Trail  
Woodbine, Iowa 51579  
(712)647-2785

## **POSITION DESCRIPTION**

**DEPARTMENT TITLE:** Executive Director

**REPORTS TO:** Conservation Board

**SUPERVISES:** All HCCB Staff

**FSLA STATUS:** Exempt

**NAME:**

**REVISION DATE:**

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### **PURPOSE OF POSITION:**

Responsible for managing all aspects of Harrison County Conservation Board operations, as under Section 350 of the Code of Iowa. Supervises the department staff and work performed in all County parks, recreational areas, and wildlife areas. Performs a wide variety of professional and administrative duties related to operations. Plans and administers the department budget. Coordinates, plans, and administers conservation and recreational programs in the County at the discretion of the County Conservation Board.

**SCOPE:** Harrison County Conservation Department manages nearly 2,000 acres with 18 properties in the heart of the Loess Hills. Included are 2 campgrounds with 56 sites; 6 cabins; 3 lakes; wetlands, forests, and prairies areas; Historical Village/Iowa Welcome Center; new Willow Lake Nature Center where administrative offices and maintenance facilities are located. A total of 9 full-time staff, 3 part-time staff, and up to 4 seasonal staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Facilitates and attends all Board meetings; Prepares agendas and reports; Takes minutes; Carry out directives and policy established. Assists the Chairperson in the functioning and conducting of meetings as requested.
- Researches and advises the Board on conservation and recreational practices and techniques.
- Prepares, discusses, and justifies the program budget before the Conservation Board and the Board of Supervisors; Works within approved budget; Maintains all department files and records. Work efficiently and effectively with County Auditor.
- Annually outlines and recommends to the Board a program of administrative, development, and maintenance/operations for each fiscal year, including cost estimates. Writes grants.
- Employs, with Board approval, professional staff necessary for proper and efficient operations. Plan, organize, supervise, and evaluate the work of employees; recommends personnel policies.

- Serves as the Department's Chief Law Enforcement Officer. Knowledge of federal, state, and local conservation laws and regulations; Knowledge of security and law enforcement practices pertaining to the protection of persons and public property.
- Directs the planning, development, acquisition, and management of county parks, recreational areas, wildlife habitats, and department programs and services.
- Manages the procurement, maintenance, and dispersal of Board property.
- Supervises/participates in daily and seasonal program operations, including building and grounds, coordination of program and workers, and public relations.
- Supervise/participate in programming of educational programs, Willow Lake Nature Center, and other conservation educational programs.
- Coordinates, schedules, and delegates responsibility to effectively administer the various program components.
- Coordinates with other Government and non-government entities.
- Coordinates public relations efforts; serves on various program committees within the department's mission.
- Attends regional and statewide meetings (ISAC, CCDA, state-wide trainings, District 4 meetings; represents the Board at public meetings.
- Inspect and certify applications for forest reserve.
- Write and submit grants to further the efforts of the HCCB.

#### **QUALIFICATIONS:**

- **Education:** Graduation from a four (4) year college or university with major coursework in natural resource/science, outdoor recreation, or a related field.
- **Experience:** Minimum of four (4) years of progressive field experience, including supervisory responsibilities, and a demonstrated knowledge of areas of natural, historical, cultural, educational, and resource management. Supervisory experience is required.

#### **USEFULL CERTIFICATIONS AND TRAINING:**

- Iowa Driver's License and insurable under Harrison County's insurance policy
- First Aid/CPR certification
- Hunter Safety Instructor
- Chemical Applicator License
- S130/S190 Fire Training
- Iowa Law Enforcement Academy – Basic I (*Optional depending on candidate*)

**Or Able to Obtain within One (1) Year of Offer of Employment**

**MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL DUTIES/FUNCTIONS:**

- Administrative duties require the use of personal computers and programs – Microsoft Word & Excel; General office equipment; Office Communications systems (email, phone, voicemail, text); Ability to use basic math; Accounting practices; Ability to sit/stand for extended periods of time; Ability to interact with a variety of people in a variety of circumstances; Multi-tasking.
  - Field work represents a portion of time. Involves the use and maintenance of vehicles, tractors, mowers, trailers, chain saws, boats/motors, sprayers/chemicals, construction tools, hand/power tools, fire equipment, and painting equipment. Lifting and carrying objects 50 lbs. or more. Ability to work in a variety of weather patterns associated with Iowa.
  - Must be willing to work weekends, holidays, irregular or special event hours.
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**Will be subject to pre-employment background check, driving record, physical, and drug screening.**

**RESIDENCY:** Residency is required within the boundaries of Harrison County within six months of offer of employment.

**SALARY:** \$72,000 - \$75,000/year depending on qualifications and experience, with standard county benefits. Department vehicle provided. Uniform allowance of \$300/year.

**PROBATIONARY PERIOD:** 6-month probationary period with potential to increase 3% after successful evaluation to determine permanent employment.

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1. Marginal functions of this position that are incidental to the performance of essential job duties have been excluded from this job description.
2. Essential duties and responsibilities are subject to modification to reasonably accommodate qualified individuals with or without disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodation 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 the Board. Initiative and Integrity are a must.
4. The County reserves the right to change or reassign job duties or combine positions at any time.