

CHICKASAW COUNTY CONSERVATION JOB DESCRIPTION

Name:	Department: Conservation
Title: Director	FLSA: Exempt
Date: August 14, 2026	Reports To: Conservation Board

PURPOSE OF POSITION

Performs duties consistent with Iowa Code chapter 350 and the policies and directives of the Chickasaw County Conservation Board. Performs a wide variety of professional and administrative duties related to the management of parks, recreation and wildlife areas. Coordinates, plans and administers conservation and recreation programs in the county under the direction of the County Conservation Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following functions are essential functions of this position. This list is not exhaustive; other duties consistent with the position may be required and assigned.

Attends all Board meetings; prepares agendas; submits bills for payment; takes minutes; carries out directives and policies established by the Board. Advises the Board on conservation, recreation, and related program practices.

Prepares, discusses and justifies a program budget before the Conservation Board and Board of Supervisors; works within approved departmental budget. Maintains all department records and files.

Annually outlines and recommends to the Board a program of administration, development, maintenance and operation for each fiscal year including cost estimates.

Manages the procurement, maintenance, inventory, and lawful disposal of Board property.

Develops, oversees, implements and evaluates site plans, comprehensive plans, annual plans; prepares reports of accomplishments; prepares grant applications for submission to appropriate agencies in order to obtain financial assistance for specific development projects.

Supervises and, as operationally necessary, participates in daily and seasonal program operations, including buildings and grounds maintenance, coordination of programs and employees, and public relations, with primary responsibility for planning, directing, and evaluating departmental work.

Subject to Board approval, employs and fixes the compensation of assistants and employees as necessary for proper and efficient operations, consistent with Iowa Code section 350.4(6).

Coordinates schedules and delegates responsibility to effectively administer various program components.

Coordinates the efforts of citizen support groups and serves on various program committees including Ducks Unlimited, Pheasants Forever, ADA, etc.

If designated by the Board as a police officer under Iowa Code section 350.5, patrols parks and wildlife areas and exercises law-enforcement authority within the scope of that designation. Otherwise, monitors parks and wildlife areas, promotes compliance with applicable rules, and refers enforcement matters to appropriate law-enforcement personnel.

Inspects facilities and premises to ensure that such areas are maintained in a safe and attractive manner; enforces rules and regulations.

Develops and applies departmental policy and operating procedures under Board and Code guidelines.

Attends regional and statewide meetings to keep abreast of legislative and related changes which impact conservation and recreation programs; represents the Board at public meetings.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor's degree from an accredited college or university with major course work in natural sciences, outdoor recreation, public administration, or a related field, plus three (3) to five (5) years of progressively responsible experience in natural resource management and program administration; or an equivalent combination of education and experience that provides the knowledge, skills, and abilities required to perform the essential functions.

JOB-RELATED TRAINING AND CERTIFICATIONS

Training and certifications may be required or preferred depending on assigned duties, including landscape and turf management, woodland and wildlife management, boating and firearms safety, grant administration, personnel management, commercial pesticide application, CPR/first aid, commercial motor vehicle operation, hunter education, weather spotting, and other programs designated by the Conservation Board. Peace officer certification through the Iowa Law Enforcement Academy is required only if the Director is designated to exercise law-enforcement authority and applicable law requires such certification.

MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Field work is occasionally required. The position may require walking over uneven terrain; standing, bending, reaching, climbing, and working outdoors; operating vehicles, boats, tractors, mowers, hand tools, and power equipment; and lifting, carrying, pushing, or pulling objects weighing up to approximately 50 pounds. The position also requires the ability to perform office and administrative work using computers, records, and standard office equipment. These functions must be performed with or without reasonable accommodation.

Regular and reliable attendance, including the ability to be present at County facilities and work sites when needed to perform essential duties, respond to operational needs, supervise employees, attend meetings, and address emergencies, is required. The Director must be able to work the established

schedule and, as necessary, extended hours, evenings, weekends, and emergency call-outs, with or without reasonable accommodation.

Cognitive Demands

Ability to understand and apply principles, methods, laws, policies, and practices relating to natural resource, park, recreation, and public-sector administration; analyze operational and personnel issues; exercise sound judgment and discretion; work effectively with agencies and organizations concerned with natural resource management, education, conservation, and water quality; prepare reports, public information materials, and presentations; supervise daily and seasonal operations; and develop, oversee, and implement site plans and comprehensive plans; prepare annual reports; coordinate schedules and delegate responsibility; oversee recruitment, training, supervision, evaluation, and discipline of personnel consistent with Board policy; prepare, justify, and administer budgets; and develop and apply policies and procedures under Board and applicable legal guidelines.

Language Ability & Interpersonal Communication

Knowledge of natural resources, cultural history, recreation, and relevant program areas such as fisheries, wildlife, forestry, agronomy, grasslands, and aquatic ecosystems. Ability to interpret and explain conservation principles, practices, policies, and laws; plan, develop, and evaluate programs; establish short- and long-range goals and implementation strategies; communicate effectively orally and in writing with employees, officials, groups, and members of the public; handle complaints and emergency situations professionally; and work respectfully with differing viewpoints. Working knowledge of property management, budgeting, accounting, personnel management, basic design and construction concepts, and related trades is desirable. Proficiency with computers and the ability to use technical resource materials and manuals are required.

Environmental Adaptability

Work may involve exposure to seasonal temperature extremes, uneven terrain, moving mechanical equipment, hand and power tools, chemicals used in maintenance or land-management activities, dust, odors, noise, and vibration. The Director must follow applicable safety procedures and use required personal protective equipment.

I, _____, acknowledge that I have received, read, and understand this job description and have had an opportunity to ask questions regarding the position's duties and requirements.

Date

Conservation Board Chair

Date

Chickasaw County is an Equal Employment Opportunity Employer. The County provides reasonable accommodations to qualified applicants and employees with disabilities as required by applicable law. Applicants or employees who need an accommodation to participate in the application process or to perform the essential functions of the position are encouraged to contact the Employer.

Mission Statement: The Mission of Chickasaw County Conservation is to enhance, promote, protect, preserve and reclaim Chickasaw County natural resources for the benefit, enjoyment and education of all Chickasaw County residents and visitors.

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