



MONROE COUNTY CONSERVATION

10 Benton Avenue East
Albia, Iowa 52531

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January 10, 2018

Monroe County Conservation has an opening for a Conservation Executive Director.

Interested persons may obtain an application form from the Monroe County Auditor's Office or online at www.monroecoia.us/jobopenings.htm. Please return a completed application, cover letter, resume and references to: Auditor's Office, 10 Benton Avenue East, Albia, Iowa 52531, or auditor@monroecoia.us by February 12, 2018.

Description of duties: The position will require maintaining, protecting and developing Conservation, Natural Resources and Outdoor Sports in Monroe County. The position is also responsible for providing services and maintenance, primarily at Lake Miami and the Monroe County Sports Complex. Days and hours required vary seasonally. Ability to travel for training required. A full job description is available at the Monroe County Auditor's Office or online at www.monroecoia.us/jobopenings.htm.

Qualifications: Qualified candidates should have a Bachelor's Degree or AA with conservation reference or equivalent experience in position's related field. Experience regarding connections to conservation and outdoor education; awareness of conservation laws and outdoor recreation rules; maintenance, supervisory and organizational skills; maintenance equipment skills; and experience in community programs preferred. Compensation dependent upon experience.

Position is subject to passing a pre-employment physical, criminal background check, and drug/alcohol testing. It is the policy of Monroe County to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, national origin, physical or mental disabilities, marital status, veteran status, or any other status protected by law and as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259). Interested applicants claiming Veterans Preference pursuant to Iowa Code Section 35C.1 must submit supporting documents with your application package to verify your preference claim. It is Monroe County's intent and desire that equal employment opportunities will be provided in employment, recruitment and selection. Disabled applicants who need accommodations to make application for this position should make their needs known to the Employer.

Monroe County Conservation Board

JOB TITLE:

Executive Director

IMMEDIATE SUPERVISORS:

Members of the Monroe County Conservation Board

RESPONSIBILITIES:

- +Responsible for all aspects of the Monroe County Conservation Board's goals and expectations.
- +Ensure functions are for maintaining, protecting and developing Conservation and Natural Resources.
- +Responsible for working with the Albia Sports Complex Board, employees and coaches.
- +Support Policy and Procedures; working with the Conservation Board and Employees to ensure they are being carried out.
- +Help identify and provide outreach and education for guests of all ages visiting Lake Miami Park and the Albia Sports Complex.
- +Responsible for seeing that equipment and inventory is counted, and documented and data kept current.
- +Operate and supervise employees using equipment for maintaining Monroe County Conservation Board areas—assure knowledge of proper operation, maintenance and safety.
- +Utilize conservation development of Lake Miami Park and Monroe County.
- +Make certain that income is counted daily, according to established policy.
- +Help identify and provide outreach for budget and expenses.
- +Maintain Iowa Meeting Laws, record keeping, and filing systems.
- +Participates in in-service meetings and training required by the Board.
- +Maintain close contact and good working relations with local elected officials.

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I hereby certify that I have read and received a copy of the above job description, and understand the responsibilities involved therein.

Signature of employee.

Date