

Job Opportunity

The Union County Conservation Board (UCCB) is seeking applications for its Executive Director.

REQUIREMENTS:

Graduation from a 4 year college or university with major course work in natural resources/science, outdoor recreation, or related field with a minimum of 4 years of progressive field experience including supervisory responsibilities.

APPLICATION:

To apply, submit a resume, cover letter, and official Union County Application For Employment (available online at the Union County website) to the Union County Conservation Board, 1577 Creamery Road, Afton, Iowa 50830. For additional information contact the Union County Conservation Board at 641-347-5100.

DEADLINE: December 27, 2024 at 4:00 P.M.

ANTICIPATED START DATE: March 2024

PURPOSE OF POSITION:

Responsible for managing all aspects of Union 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.

CERTIFICATIONS AND TRAINING:

- Iowa Drivers License
- Commercial Pesticide Applicator
- First Aid/CPR certification
- S130/S190 Fire Training
- Demonstrated computer knowledge

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

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

- *Administrative duties* Requires the use of personal computers and programs, office communications systems (email, phone, voicemail, text); Ability to use basic math, accounting practices, ability to sit and stand for extended periods of time, ability to interact with a variety of people in a variety of circumstances, multi-tasking.

- Field work Involves weekends, nights, holidays, special patrol duties, and the interaction with park users. Use and maintenance of vehicles, tractors, mower, trailers, chainsaws, trimmers, boat/motors, sprayers/chemicals, construction tools, hand/power tools, fire equipment, and painting equipment. Must have the ability to lift and carry objects 60 lbs. or more, ascend and descend ladders and to safely perform and withstand heavy manual outdoor labor for extended periods of time. Must be able to perform a wide range of physical tasks, on uneven ground, in a variety of locations. Regular exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools in various maintenance and repair functions. This person will be exposed to dust, odors, noise, and vibrations.
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Will be subject to pre-employment background check, driving record, physical and drug screening.

Probationary Period:

Six (6) month probationary period to determine permanent employment.

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 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. Initiative and Integrity are a must.
4. The County reserves the right to change or re-assign job duties or combine positions at any time.