

CONSERVATION DIRECTOR/NATURALIST

Calhoun County Conservation Board is seeking a full-time Conservation Director/Naturalist. This position would supervise staff in the performance of conservation work and develop and present environmental education to youth and adult groups. College degree in natural resources, environmental education, outdoor recreation, or a related natural science required. Two years of experience preferred. Self-motivation, team-building, capacity for change, solid organization, presentation abilities and computer skills a must. Screenings, references, and travel required. Negotiable salary with full benefit package.

Application and job description available at Calhoun County Auditor's Office, Rockwell City, Iowa 50579, or call 712-297-7741 or email kjohnson@calhouncountyiowa.com.

Taking applications through 4:30 p.m. on 4/25/17 or until position is filled.

Calhoun County is an Equal Opportunity Employer.

CALHOUN COUNTY CONSERVATION BOARD
EMPLOYMENT CLASSIFICATION

TITLE: Conservation Director/Naturalist

GENERAL DESCRIPTION

Supervises staff in the performance of conservation work for a county conservation board.

Develops and presents environmental education and interpretive programs to youth and adult groups.

REPORTS TO:

- 1) Conservation Board
- 2) Board of Supervisors

SUPERVISES:

- 1) Maintenance Technician
- 2) Conservation Aide
- 3) Roadside Management Personnel
- 4) Seasonal Employees
- 5) Office Staff

ESSENTIAL FUNCTIONS

1. Supervises Conservation Department staff by hiring employees, providing job training, assigning work duties and schedules, and evaluating work performance.
2. Establishes work priorities and schedules in order to accomplish department goals by reviewing board directives, evaluating resources, and communicating instructions and assignments to staff.
3. Prepares budget to assist board members in budgetary decision-making with supplies, materials, and equipment cost projections and staff wages and salaries estimates.
4. Purchases supplies in order to maintain inventories and provide necessary resources to implement programs by reviewing purchase requests, determining appropriate levels of expenditures, and contacting vendors.
5. Takes necessary steps to see all noxious weeds are mowed and/or sprayed before they seed out throughout the county.
6. Directs the environmental education field program for all school districts within the county.
7. Assists elementary and high school instructors in the teaching of conservation education.
8. Prepares media releases and newsletters concerning environmental education programming and newsworthy items.

NOTE: The above duties are listed as those being typical of those assigned in this job and should not be construed as limiting the employer's prerogative to assign other duties not listed.

KNOWLEDGE, ABILITIES, SKILLS, AND PERSONAL CHARACTERISTICS

1. Knowledge of state laws pertaining to conservation of public parks and facilities.
2. Knowledge of personnel management practices as related to selection, supervision, and compensation.
3. Knowledge of accounting as related to preparing and maintaining a department budget.
4. Knowledge of methods and procedures for state and federal grant application and administration.
5. Ability to purchase supplies and equipment within budgetary constraints.
6. Ability to operate a computer and identified software for word processing and spreadsheet design.
7. Ability to maintain working relationships with elected officials and with the general public.
8. Knowledge of noxious weed identification and methods of weed control and elimination.
9. Knowledge of basic field identification and natural history of native plants and animals.
10. Knowledge of organizations concerned with conservation, education, and natural resources.
11. Knowledge of educational principles, teaching methods, learning styles, and trends.
12. Knowledge of where to find resources to expand knowledge and program delivery skills.
13. Ability to effectively communicate verbally and in writing to groups and individuals in both formal and non-formal educational settings and through the media.
14. Ability to handle visitor complaints or emergency situations courteously and responsively and to be tolerant and respectful of differing opinions.

EDUCATION, EXPERIENCE, AND SPECIAL QUALIFICATIONS

College graduate from an accredited college or university with major course work in natural resources, environmental education interpretation, outdoor recreation, or a related natural science. Relevant work experience preferred.

WORKING CONDITIONS

A variety of work in indoor and outdoor settings.

SAFETY

Possible infections from clients. Possible auto accident. Possible unsafe neighborhoods. Utilizes appropriate safety equipment and/or clothing and performs all work in a safe manner.

PCE (Physical Capacity Evaluation)

Determined Accepted Work Level for this Position: Heavy Work (Level 4)

- Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

Minimum Accepted Work Level for this Position: Medium Work (Level 3)

- Exerting 20 to 50 pounds of force occasionally, and/or up to 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

Anyone who scores 2.9 or above on the Physical Capacity Evaluation will be able to retake the PCE exam two (2) weeks (at a minimum) after the first exam was taken - at county expense. If the person does not score at least a 3.0 on the second exam, employment will not be offered. There will be a waiting period of at least six (6) months before re-application.

JOB TITLE: Conservation Director/Naturalist

PHYSICAL DEMANDS	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit				X
Stand				X
Walk				X
Bend/Stoop				X
Squat				X
Crawl				X
Climb				X
Reach Above Shoulder Level				X
Kneel				X
Balance				X
Lift, Carry, Push, Pull				
Maximum 10 Lbs.				X
Maximum 20 Lbs.				X
Maximum 50 Lbs.				X
Maximum Over 50 Lbs.		X		
Must Be Able To				
See				X
Hear		X		
Speak		X		
Use One Hand				X
Use Both Hands				X

Environmental Conditions	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside			X	
Outside			X	
Exposed to Temperatures of				
32°F and less		X		
100°F and more		X		
Wet & Humid Conditions			X	
Noise, Vibration				X
Fumes, Dust				X
Second Hand Smoke		X		

Hazards, Exposure	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes		X		
Toxic Chemicals		X		
Needles/Body Fluids		X		
Radiation	X			
Chemotherapeutics	X			
Animals/Pets			X	

Rarely = 0% to 15% of the time

Occasionally = 16% to 33% of the time

Frequently = 34% to 66% of the time

Continually = 67% to 100% of the time

NOTE: This position description in no way states or implies that it includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related duties assigned by their Supervisor.

Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our position description.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.

I HAVE READ THIS POSITION DESCRIPTION AND HAVE HAD MY QUESTIONS ANSWERED. I UNDERSTAND AND ACCEPT THE DUTIES AND RESPONSIBILITIES RELATED TO THIS JOB AND I UNDERSTAND MY EMPLOYEE STATUS OF _____ FULLTIME REGULAR – NON-EXEMPT _____ WHICH IS DEFINED IN THE EMPLOYEE HANDBOOK.

Employee Signature and Date

Supervisor Signature and Date

Adopted 4/3/17