

Kossuth County Conservation Board Executive Director Description and Qualifications

This job is a non-exempt full-time position under the direction of the Conservation Board. The Director performs a wide variety of duties including overseeing the operation of conservation practices and management on county areas, and supervising staff. The Director also serves as the chief administrative officer between the Conservation Board and other public entities as well as the public.

Essential Job Duties: Regular and prompt attendance is an essential function of the job. Responsible for the organizing, planning, and developing a county-wide conservation program including outdoor recreation, habitat management, and environmental education. Responsible for developing, presenting, and overseeing an annual budget for the Conservation Board. Authorizes purchases of supplies, equipment, and services as approved by the board. Participates in the planning, construction, and maintenance of county recreation areas and facilities. Informs the board of potential land acquisitions and carries out the acquisition program on behalf of the board. Researches and attempts to secure outside funding through grants, donations, and other sources for land, equipment, displays, etc. Recommends staff positions to the board. Serves as liaison between the board and staff. Ensures all required permits, certifications and dues are kept current. Performs other duties as requested.

I. Education / Experience / Qualifications

1. A bachelor's degree from a four-year college or university in a Natural Resource or Outdoor Recreation related field and a minimum of five years practical experience.

II. Licensing and Certification

1. Valid Iowa driver's license.
2. A valid Iowa Department of Agriculture Pesticide Applicator Certification or the ability to obtain a pesticide applicator license within six months of employment.
3. Completion of wild land fire training of NWCG3-130 / 190 or the ability to acquire within six months of employment.
4. Hunter Education Instructor Certification or ability to obtain certification within 1 year.

III. Skills / Abilities

1. Knowledge of conservation principles relating to fish and wildlife management and outdoor recreation.
2. Knowledge of conservation management requirements of state, federal and local natural resource agencies.
3. Ability to make long-range plans.
4. Basic computer skills required.
5. Non-standard work week including evenings and weekends required.

Salary: \$66,000 - \$79,000

Benefits include: Health insurance with optional HSA, Dental insurance, Vision insurance, Life insurance, IPERS, Clothing allowance, \$25/month cell phone allowance.

To apply: Email Kossuth County General Application for Employment found at this link: <https://tinyurl.com/mvcp3xmy>, resume, cover letter, and 3 employment references to Ernst.meg@gmail.com. Add "Director Position Application C/O Board Chair" to the subject line.

Or mail the above information to:

Kossuth County Conservation Board
C/O Board Chair
1010 250th St
Algona, IA 50511

Application deadline: Must be received by 5 PM, Friday, September 11th.