

CEDAR COUNTY JOB DESCRIPTION

Title: Executive Director

Department: Conservation Department

Pay Band: 19

Reports To: Conservation Board

FLSA: Exempt

PURPOSE OF POSITION

Under direction from the Conservation Board to perform administrative and supervisory work in the planning, direction and supervision of the Cedar County Conservation Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Must live in Cedar County within a reasonable time after hire to respond to park emergencies including law enforcement activities. Must have a valid driver license.

Schedule employees and day-to-day activities or projects includes a wide variety of jobs involved in the maintenance and development of county recreation areas.

Supervise and participate in field operations on all major development projects and many of the normal day-to-day maintenance operations, including cleaning and repairing shelters and restrooms, mowing grass, other vegetation control, forestry management, fisheries management, boat ramp construction and maintenance, building construction, picnic table construction and maintenance, trail and campground construction and maintenance, and maintenance of other facilities.

Assure that the required supplies, materials, and equipment are purchased and available for the employees to complete the scheduled projects, including inventorying the supplies on hand and purchasing replacement supplies, purchasing supplies for new projects and purchasing tools necessary for completing the projects.

Prepare comprehensive recreation plans for the improvement and future development or expansion of the areas managed by the conservation board.

Act as chief public relation's liaison official prepares informational and news articles for the news media, make personal presentations to various community organizations.

Assure that bills are paid and that the organization operates within the limits of the approved budget. Maintain fiscal budget records and keep Board informed on budget matters. Prepare the agenda and preside at the monthly Board meeting.

Prepare the annual budget for the total operation of all upcoming fiscal year Conservation Board activities.

Act as a chief law enforcement official for the organization, prepare and implement the Rules and Regulations governing the conservation board areas, patrol conservation board areas on various evenings or days during the peak use time of the year, from May through September.

Write and administer various Federal and State Grants for employment, land acquisition and cost-sharing programs, including keeping accurate records.

Establish and maintain effective working relationships with County officials, employees and the public, and maintain regular and punctual work attendance.

Perform related duties as required.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of all employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Four-year, post-secondary education from an accredited college or university with major course work in natural resources, outdoor recreation, wildlife biology, or a related natural science field OR a Two-year, post-secondary education in a natural resource, outdoor recreation, wildlife biology, or a related natural science field and equivalent work experience.

LANGUAGE ABILITY

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COGNITIVE DEMANDS

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

ILEA Law Enforcement, Pesticide Applicators License and Hunter Safety Instructor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understood the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.