

Ability to exercise good judgment in evaluating situations and making decisions.

Ability to effectively communicate verbally and in writing.

Ability to establish and maintain effective working relationships with co-workers, representatives of other organizations, volunteers, and the general public.

Ability to work a flexible schedule including evenings, weekends, and holidays.

Must be a Cedar County resident.

Preferred a strong background of the general knowledge of the principles and practices of park and natural resource management.

Perform related duties as required.

SUPERVISORY RESPONSIBILITIES

This position has no direct supervision duties.

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. The candidate is required to pass any post-offer physical and/or psychological testing requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree or Associate degree from a two-year college and one to three years' experience in park operations.

LANGUAGE ABILITY

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume. Ability to apply concepts of basic algebra and geometry.

COGNITIVE DEMANDS

Ability to apply common sense understanding to conduct detailed but uninvolved written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Law enforcement certification (ILEA) preferred or must acquire within one year of employment. Valid Motor Vehicle Operators License issued by state of Iowa, pesticide applicators license, S-130, S-190 certifications, CPR/AED and First Aid certification and Hunter Safety instructor.

PHYSICAL DEMANDS

Candidate must meet the physical requirements necessary to fulfill responsibilities of a law enforcement officer.

Ability to perform strenuous physical labor such as moving picnic tables, construction activities, and forestry related work in rough or uneven terrain under any type of weather condition. Ability to lift and carry materials and equipment weighing up to 50 pounds as required.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations 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 moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand 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.