

MITCHELL COUNTY -- JOB DESCRIPTION

Department: Mitchell Co. Conservation Board
Title: Deputy Director
FLSA: Exempt - Executive
Salary: Starting Salary- \$48,000 - \$50,000

To Apply: Send resumé to:
Mitchell Co. Conservation Board
18793 Highway 9
Osage, IA 50461
DEADLINE: February 8, 2012

Job Summary: Under the general direction of the Executive Director, this individual will plan, coordinate, and supervise trail and park development projects, land acquisition projects, and general maintenance and management activities on all county lands under the management of the Mitchell Co. Conservation Board.

**Typical Duties/
Responsibilities:**

Plan, prepare and coordinate federal, state, and local grant applications for development and acquisition projects.

Assist with budget preparation, budget amendments and budget reports for all departmental activities.

Plan, schedule, supervise and participate in construction, repair and maintenance activities for all county lands under the management of the Mitchell Co. Conservation Board.

Assist with development and implementation of long-range plans.

Represent the Director, in his absence, or the department at special functions, meetings, board meetings, special community activities and other activities requiring representation by attending appropriate functions or meetings and communicating the conservation board/department positions to participants; presenting recommendations and assisting conservation board at their monthly meetings.

**Essential
Functions:**

Ability to prepare reports, grant applications, and make financial determinations on expenditures.

Ability to establish and maintain effective working relationships within and outside of the department. Knowledge of and ability to perform employee performance evaluations.

Knowledge of the principles and practices used in the development of conservation, recreation, education, and related natural resource programs and functions.

Ability to use tact and courtesy dealing with the public and handling difficult situations.

General knowledge of computers and ability to learn specific applications as necessary.

Ability to plan, organize and direct the work of staff.

Ability to work outdoors under all types of weather conditions and withstand rigorous physical work.

Essential Duties:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hand and arms, speak and hear. The employee is frequently required to stoop, kneel, or crouch. The employee is required to climb and balance.

The employee must regularly lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to stand for two hours without a break.

Work Environment: 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.

Qualifications: Graduation from an accredited four (4) year college or university with major course work in one of the following fields: biological sciences, natural sciences, parks and recreation, wildlife management.
At least two (2) years work related experience that provides the knowledge, skills, and abilities necessary to perform the essential job functions. Emphasis given to experience in natural resources management, program management, personnel and budget management.

Special Requirements: Possession of a valid Iowa driver's license.
Possession of, or ability to obtain Class A CDL within six (6) months of employment.
Certification, or ability to obtain, a certified Iowa Pesticide Applicator's License within one (1) year of employment in Category 1A, 2 and 6.
Must be able to obtain a Wild land Firefighter Certificate with minimum requirements S-130 and S-190 within one (1) year of employment.