

EXECUTIVE DIRECTOR

POSTED: September 9, 2019

COUNTY: Jackson

LOCATION: Maquoketa, Iowa

SALARY: Starting Salary of \$58,000-\$62,000 depending upon qualifications plus full county benefits package.

DEADLINE: Friday, September 27th, 2019

DESCRIPTION: Chief administrator for the Jackson County Conservation Department under the general direction of the Jackson County Conservation Board. This position is responsible for developing, evaluating and administering the county conservation program in Jackson County including but not limited to; recreational and resource management, operations and maintenance management, capital development administration, and environmental education program evaluation.

SUPERVISION: This position directly or indirectly supervises all full-time and seasonal staff.

ESSENTIAL JOB DUTIES:

- Administration of the Jackson County Conservation Department including budgeting, grant writing, fiscal management and project administration.
- Planning, developing, and administering all capital development and land acquisition projects.
- Planning, conducting, and administering all board meetings and providing all necessary information for board members to set policy and procedures.
- Implements all policy, procedures, and administration as set by the Jackson County Conservation Board.
- Coordinating and facilitating the maintenance and operations of all areas managed by the Jackson County Conservation Department.
- Provides public information and guidance about natural resources management and conservation.
- Maintains cooperative relationships with other agencies and intergovernmental offices.

QUALIFICATIONS: Applicant must possess an undergraduate degree from an accredited college or university with major course work in natural resources management, biology, animal ecology, outdoor recreation, or other related natural science field. Preferred a minimum of 3

years of experience in the natural resources field specifically in the administration/management field. Must possess a valid drivers license.

Application is available online from the county conservation website (mycountyparks.com/Jackson) or Jackson County website (co.jackson.ia.us/jobopenings) or requested by mail from the Jackson County Conservation office 18670 63rd St. Maquoketa, IA 52060. (563)-652-3783.

Please submit an Application, Resume, Cover Letter addressed to the Jackson County Conservation Board (Don Yanda, Board Chair), and list of a minimum three references by mail or electronically to Pam True, Office Manager, Jackson County Conservation, 18670 63rd St. Maquoketa, IA 52060 Pamitrue@jacksonccb.com.

Jackson County is an equal opportunity employer and will take whatever affirmative actions are necessary to assure equal employment opportunities in all aspect of their employment practices irrespective of race, creed, sex, national origin, age, or disability.