

# Iowa DNR Assistant Range Manager

## Application Deadline

The announcement is open until April 11th, 2025, and interviews are scheduled for April 28th. The successful applicant can expect to start within 1-2 weeks after a job offer.

## Position Duration

1 year. The position may be extended for additional years pending funding and job performance.

## Overview and Job Duties

An Assistant Range Manager position is available for a highly qualified individual to work in a joint capacity with Wildlife Management Institute, Inc. (WMI) and Iowa Department of Natural Resources (DNR) to help maintain a safe and inviting shooting environment at Banner Shooting Range in Indianola and Butch Olofson Shooting Range in Polk City.

The successful candidate will serve as an employee of WMI and receive supervision from DNR staff. Work priorities will be determined by the Shooting Sports and Range Development Coordinator in conjunction with the Shooting Range Manager. Training and support will be provided by the Iowa DNR. Weekend shifts are a mandatory part of the position. Duties will include:

- Public Safety- Ensure control over the safety of all range patrons and employees by monitoring range users and respectfully, but immediately, addressing any behavior that could be considered unsafe.
- Range Maintenance- Ensure proper upkeep and function of range safety gear, target systems, equipment, facilities, and grounds.
- Transaction Processing- Oversee patron check-in, collect fees, and maintain accurate records in Range Point of Sale Systems.
- Range Information- Provide answers or resources to both customers and staff on policies and procedures to satisfy general questions.
- Promote Education- Conduct Range Safety Orientations and provide information on educational programs that are hosted at DNR ranges.
- Team Collaboration- Attend assigned training sessions, DNR meetings, and other relevant meetings.

## Required Knowledge, Skills and Abilities

- Operation and maintenance of various power tools and equipment commonly used to maintain buildings and landscapes.
- Ability to work outdoors in a variety of extreme weather conditions.
- Perform physically demanding work such as stooping, bending and lifting up to 50 pounds.

- Comprehend and follow written and oral instructions while effectively communicating technical information with attention to detail.
- Work independently with minimal supervision and collaborate as a team member to solve problems and improve service delivery.
- Build and sustain positive working relationships with management and other staff members.
- Adapt to change, work pressure or challenging situations with composure.
- Demonstrate initiative, strong customer service skills and a commitment to ethical conduct and teamwork.
- Attend work on a regular and punctual basis, and provide training to staff and volunteers.
- Obtain or maintain a valid driver's license with an acceptable driving record.
- Ability to reside within a reasonable distance of Indianola or Polk City. Access to a state vehicle will be provided for travel to and from both range facilities.

## Qualifications

- A High School Diploma or GED
- At least 21 years of age at the time of hire
- NRA Range Safety Officer Certification or the ability to obtain within 1 month of appointment
- CPR/First-Aid/AED certification or the ability to obtain within 1 month of appointment
- Familiarity with organized shooting sports such as Scholastic Action Shooting Program (SASP), Scholastic Clay Target Program (SCTP), National Archery in the Schools Program (NASP) or their equivalent

## Compensation

This position begins at \$21.50/hour and is eligible for 3% annual increases. As a limited term employee of WMI, the incumbent will be expected to work no more than 60 hours per two-week pay period. Work vehicles, office space, computers, phone, etc. will be provided as needed. The position will be eligible for WMI 401(k) retirement benefits and WMI will provide workers' compensation, general liability protection, and professional liability protection and unemployment insurance benefits. WMI will withhold taxes including social security. The incumbent will be entitled to make voluntary contributions to their 401(k) retirement plan.

## Working Locations

Banner Shooting Range – Indianola, IA

Butch Olofson Shooting Range – Polk City, IA

## To Apply:

Please submit your resume, cover letter and three professional references as one Word or pdf file. Send to Jonathan Jones at [Jonathan.Jones1@dnr.iowa.gov](mailto:Jonathan.Jones1@dnr.iowa.gov) . For questions about the duties,

location, etc., contact Jonathan Jones at Iowa DNR. For questions about WMI, contact Scot Williamson at [swilliamson@wildlifemgt.org](mailto:swilliamson@wildlifemgt.org).

**Application period close date**

Fri, 04/11/2025 - 12:00

**Attachment(s)**

[Job Announcement](#)

**Partner**

[Iowa Department of Natural Resources](#)