

Position: **Natural Resource Manager**

Supervises Temporary/Seasonal Staff

Department: Conservation

Reports to: Executive Director

Position Summary: The Natural Resource Manager position is a full-time, permanent position with the Jones County Conservation Department. The person in this position, under the general supervision of the Executive Director, will perform a wide variety of professional, technical, and field duties including but not limited to natural resource management, park and facility maintenance and program administration.

Essential Job Duties:

- Works closely with Executive Director to develop and implement management plans for Jones County Conservation areas.
 - Including prairie and woodland management, timber sales, crop leases, food plot plantings, tree plantings, wetland development and prairie restorations.
- Works collaboratively with Department coworkers.
- Carries out the enhancement of parks, natural resource areas, and facilities.
 - Planting, seeding, cutting, chain sawing, trimming, pesticide application, burning, removal of hazardous trees, timber stand improvement, food plots, mowing, control of noxious weeds and invasive species, etc.
- Daily coordination with Resource Manager coworker on project scheduling of seasonal staff
- Maintain equipment conditions and needs including fences, roads, tractors, loaders, chainsaws, snowplows, etc.
- Oversees and participates in specialized program areas including, but not limited to forestry, arboriculture, horticulture, prairie management, prescribed fire, etc.
- Provides information and conducts public relations activities through presentations and articles to educate and inform the public on natural resource issues.
- Coordinates activities of seasonal staff, contractors, and volunteers conducting resource inventory and management activities.
- Assists in routine maintenance of park areas, preserves and recreation areas, facilities, and equipment.
- Conducts studies on areas for the purpose of developing and utilizing natural resource data.
- Seeks grant program opportunities and writes grant applications.
- Works occasional weekends, holidays, irregular hours, and night shifts as needed.
- Perform duties in rough terrain and in extreme hot or cold temperatures.
- Performs all other duties as assigned.
- Attend work regularly at designated place and time.

Training and Experience Required:

- Bachelors degree with major coursework in conservation, natural resources, botany, forestry, wildlife, or a related field and/or an equivalent combination of three years of work-related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of this position.
- Subject to criminal background review.
- Valid driver's license required with the ability to obtain a Class A Commercial Driver's License.
- Ability to obtain an Iowa pesticide applicators license required.
- Ability to obtain S130/ S190 wildfire training and certification required.
- Ability to obtain CPR & First Aid certification.

Competencies:

- Represent Jones County and perform duties in a professional, responsible, efficient, and trustworthy manner.
- Extensive working knowledge of wildlife and habitat management goals, objectives, and techniques, ecological principles, and species' life histories and habitat needs.
- Ability to identify trees, shrubs, flowers, fish, reptiles, birds, and other wildlife common to Iowa.
- Possess the knowledge and ability to operate, maintain, and repair equipment and tools required for the job (including mowers, tractors, chainsaws, seedling tree and shrub planter, trimmer, tractor loader, skid loader, tractor, no-till drill, disk, etc.) in a safe and effective manner.

- Ability to independently work long hours in the field performing management activities including chain sawing, herbicide application, tree planting, invasive species removal, etc.
- Ability to use reasoning to interpret and plan program policy and procedures.
- Ability to effectively plan work, think conceptually, observe, and evaluate program trends.
- Ability to speak before public and private groups.
- Have clarity of speech, hearing, and writing which permits effective communication.
- Ability to establish and maintain effective working relationships with members of civic and sportsman's groups, other agencies, departmental staff, and the public.
- Ability to supervise employees and delegate work.
- Knowledge of, and willingness and ability to effectively use software and technology to develop management plans, presentations, and other resources for a wide variety of audiences.
- Have sufficient vision which permits operation of needed tools and equipment, production, and review of a wide variety of materials both electronic and hardcopy forms.
- Have sufficient manual dexterity to make handwritten notations and which permits use of a keyboard, mouse, and hand tools.
- English language to include grammar, spelling, sentence structure and punctuation.
- Knowledgeable and experienced in Microsoft Office Suite.

Physical Demands and Work Environments:

- Physical Demands: Ability to lift and carry heavy objects sometimes up to 100 pounds and conduct movements such as but not limited to balancing, twisting, climbing, kneeling, walking, pulling, pushing, lifting, etc.
- Work Environment: Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at that time.
- Sometimes the employee may be exposed to moving machinery, dust, fumes, gases, and moderate to loud noises.

Note: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Employee serves a 6 month probationary period.

Salary & Benefits:

Salary \$53,750 - 57,000 per year

Standard county health and life insurance benefits

Vacation and sick leave benefits

Uniform allowance

Additional benefits and information available at: https://www.jonescountyiowa.gov/about/employee_information/

To Apply:

Submit a cover letter, resume, and Jones County Employment Application. The Jones County Employment Application is available at <https://www.jonescountyiowa.gov/employment/>

Send all application materials by December 14, 2023 to: brad.mormann@jonescountyiowa.gov or

Mail:

Jones County Conservation

Attn: Brad Mormann

12515 Central Park Road

Center Junction, IA 52212

Questions about the position can be sent to brad.mormann@jonescountyiowa.gov

or 563-487-3541 ext. 2