

**JOB POSITION OPENING**  
**for**  
**CONSERVATION BOARD NATURAL RESOURCE/PARK**  
**SPECIALIST**

Full-time employment position as Natural Resource Specialist is available in the department of the Madison County Conservation Board. IPERS eligible. Salary range of \$40,000 to \$50,000. Tentative start date is 4/12/21.

Under the direction of the Executive Director - Madison County Conservation Board, the Natural Resource Specialist position responsibilities will entail prescribing and implementing all phases of natural resource management on county owned properties and development/maintenance of parks and capital projects.

To apply visit:

<https://www.mycountyparks.com/Jobs/Default.aspx> for application instructions. For questions contact the Conservation Board office at [madccb@madisoncountyparks.org](mailto:madccb@madisoncountyparks.org)

Deadline to submit applications is Friday, February 26, 2021 at 4:00 p.m., or application packet must be postmarked by 02/26/2021. Send application packet, including cover letter, resume and application to:

**Madison County Conservation Board**  
**PO Box 129**  
**Winterset, IA 50273**

**JOB POSITION DESCRIPTION  
NATURAL RESOURCE/PARK SPECIALIST  
MADISON COUNTY CONSERVATION BOARD**

**Posted:** 01/29/2021  
**County:** Madison, IA  
**Department:** Madison County Conservation Board  
**Location:** Winterset, IA  
**Salary:** \$40,000 to \$50,000  
**Deadline to Apply:** 02/26/2021  
**Proposed Start Date:** 04/12/2021

**SUMMARY:** The Madison County Conservation board has a position opening for a Natural Resource/Park Specialist. Primary responsibilities of this position will entail prescribing and implementing all phases of natural resource management on county areas and development/maintenance of parks and capital projects.

**HOW TO APPLY:** No “on-line” applications accepted. All applicants must submit their completed application, cover letter and resume (with professional references) to: Madison County Conservation Board, PO Box 129, Winterset, IA 50273. All applications must be post marked by February 26, 2021. Late applications will not be accepted.

**ENTRY QUALIFICATIONS:** The position of Natural Resource/Parks Specialist requires a Bachelor of Science degree in a related field of natural resources and parks management which has a significant curriculum base in silviculture, botany, wildlife habitat management and other relevant natural resource and park management course work. Must possess or be capable of immediately acquiring a certified driver’s license and appropriate chemical applicator certifications.

**Salary & Benefits:** The Natural Resource Specialist will be paid on a yearly salary basis. Salary range of \$40,000 - \$50,000/ year. Benefits include health, dental, optical, life insurance, and IPERS. A vehicle is provided for work related transportation.

**Residency:** The Natural Resource Specialist job responsibilities are such that he/she will be required to retain permanent residence within Madison County.

**Responsibilities & Demands:** Staff person will be responsible to the Executive Director in carrying out all job responsibilities as defined within this policy with the general responsibilities being planning, developing, executing and promoting natural resource enhancement program and projects within County Parks; provide seasonal public relations and natural resource enhancement oriented education programs/workshops; assist with park maintenance and capital projects. Specific job responsibilities include:

A. Natural Resource Primary Responsibilities

- The following primary Natural Resource responsibilities shall consume approximately 75% of the total normal annual work hours of the Natural Resource/Park Specialist which shall at times include seasonal weekend, evening and holiday hours. When conflicts of time arise, Primary Responsibilities will always take precedent over Secondary Responsibilities
- Develop, plan and execute natural resource management and resource enhancement plans and provide general care and maintenance of natural resources (prairies, forests, wetlands, lakes, rivers and other types of natural resource systems) for public park lands under the legal management jurisdiction of the Conservation Board.
- Promote Prescribed Fire as management strategy and develop prescribe fire cooperative including counties within District IV
- Develop strategies and management plans for invasive species control on county owned properties.
- Expand partnerships and strengthen network relations with like minded agencies.
- Be familiar with and subscribe to grant programs that will provide financial assistance for the implementation of any relevant natural resource management program/project.
- Utilize media resources to promote and publicize natural resource programs/projects/initiatives.
- Plan, prepare and execute natural resource commodity sales (e.g. timber harvest, prairie grass/seed harvest, etc) as prescribed the Conservation Board, utilizing normal public competitive bidding procedures.
- Develop, plan, promote and execute seasonal natural resource education programs/workshops that encourage public awareness and public participation of Conservation Board facilities, projects, programs, environmental ethics and general natural resource information.
- Conduct annual Conservation Easement inspections on easements held by the Conservation Board. This responsibility includes a written reports and video documentation.
- Maintain daily computerized itinerary records of specific job functions, job sites and hours worked.
- Present programs/presentations upon request to local groups and organizations.

## B. Secondary Responsibilities

The following secondary Natural Resource responsibilities shall consume no more than 5% to 10% of the above mentioned "Primary" normal annual work hours dedicated toward Natural Resource responsibilities, which may at times include weekend and evening hours.

- Provide consultation services to private landowners for the general purpose of providing natural resource management plans, advice on natural resource management practices, and advice on natural resource habitat establishment and enhancement recommendations.
- Oversee contracting of natural resource related rental equipment.
- Coordinate and teach Hunter Education classes and additional outreach programming
- Physical execution of habitat plantings for private landowners is not a priority of this job position and should be utilized only when there are no conflicts of time for County Park projects.

## C. Park Responsibilities

Primary Responsibilities: The following primary Park responsibilities shall consume approximately 25% of the total normal annual work hours of the Natural Resource/Park Specialist which shall at times include seasonal weekend, evening and holiday hours. Primary Park Responsibilities will always take precedent over Secondary Park Responsibilities.

- Conduct turf grass management in primary picnic grounds and campgrounds at Cedar Bridge Park, Middle River Park, Pammel Park and Criss Cove. Turf grass management is to focus on board leaf control, rodent control and insect control.
- Assist with capital projects.
- Assist with park facility maintenance (e.g. repairs to existing facilities).
- Participate with scheduled weekend monitoring and oversight of campgrounds and rental facilities.
- General enforcement of park rules and regulations.
- Assist in conducting reservation system for camping, shelters and cabins.

Secondary Responsibilities: The following secondary Park responsibilities shall consume no more than 10% of the above mentioned "Primary" normal annual work hours dedicated toward Park responsibilities, which may at times include weekend and evening hours.

- Assist seasonal technician with mowing maintenance when staffing needs are challenged by vacations, sickness, weather, etc.
- Assist naturalist with compatible natural resource related education programs when appropriate.

#### D Cognitive Demands

- Advanced knowledge of natural resource management practices.
- Advanced knowledge of fish and wildlife habitat practices.
- General knowledge of park management practices.
- Good writing and speaking skills.
- Able to calibrate, mix and apply chemicals.
- Good communication skills.
- Good organizational and motivational skills.
- Proficient with computer, digital camera and other office equipment operation and capabilities.

#### E Work Environment

- Approximately 30% of time spent in normal office environment.
- Approximately 70% of time spent in outdoor environments associated with typical seasonal conditions of the upper Midwest region.
- Requires traversing of diverse terrain and geography.
- Will be in seasonal contact with pollens and certain plant and insect toxins.
- May be contact with fish and wildlife species that may or may not pose risks.

Some requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individual who pose a threat or significant risk to health and safety of themselves or others.

This job description in no way states, lists or implies every specific duty to be performed by the employee occupying the position. Employees will be required to follow any job-related instructions and to perform any other job related duties requested by the Director.