

## LOUISA COUNTY CONSERVATION BOARD – DIRECTOR

**DESCRIPTION:** Based out of Wapello, Iowa, the Louisa CCB is seeking an experienced, energetic leader to serve as Executive Director. Under the general direction of the Conservation Board, the director serves as chief administrative officer responsible to plan, coordinate, direct and oversee all aspects of the Louisa County Conservation Board program and department. The Board's multi-faceted program includes environmental education, parks, campgrounds, natural resource areas, land and water trails, and other facilities. The Director is responsible for the day-to-day management of the Conservation Department including personnel, budgeting, equipment procurement, strategic planning, policy development, property acquisition, and development projects. Works with the public as well as with other agencies and organizations locally, regionally, and statewide. The Director must have excellent written and oral communication skills and be able to both manage and lead multiple projects simultaneously. A complete job description is available at [LouisaCountyConservation.org](http://LouisaCountyConservation.org).

**MINIMUM QUALIFICATIONS:** Four-year degree, with major course work in natural resources, outdoor recreation, public administration, or a related field. At least four years of conservation work-related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of the position.

**PREFERRED QUALIFICATIONS:** Candidates should also have experience in budget development and applications, proven skills in writing and administration of grant applications, experience in preparing and implementing long-range plans, and supervision of employees. Experience in public relations with local and regional officials, other stakeholders, and experience with public speaking are also important. Additional certifications may be required including CPR, First Aid, pesticide application, Chauffer's License, challenge course facilitation, and other related areas are also assets. A demonstrated history of being self-motivated and ability to work without supervision is essential.

**REQUIREMENTS:** Candidates will be required to undergo background checks in reference to driving and criminal history. Once offered the position, the applicant will be required to successfully complete a pre-employment screening. Must possess or be able to obtain a valid State of Iowa driver's license.

**SALARY RANGE:** \$60,000-75,000 depending on qualifications.

**BENEFIT PACKAGE:** IPERS, health, eye care, and dental insurance available; paid vacation, select holidays, and sick leave; uniform allowance.

**TO APPLY:** Please submit cover letter, resume, three references, and county application (available at [LouisaCountyConservation.org](http://LouisaCountyConservation.org)) via email to the Louisa County Auditor, Selena Gerst at [sgerst@louisacountyia.gov](mailto:sgerst@louisacountyia.gov). Louisa County Conservation, 117 South Main St., Wapello, IA 52653. Questions may also be directed to the Conservation Board Chair, Josh Hardin at 319-572-0921.

**DEADLINE:** Applications must be received by February 16, 2024. Position shall remain open until filled.

Louisa County is an Equal Opportunity Employer. Louisa County Conservation does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, sexual orientation, or any other protected characteristic as required by law, in any of its activities or operations. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential accommodations.