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, streambank management, wetland development and prairie restorations.
- Works collaboratively with Department coworkers.
- Carries out the enhancement of parks, natural resource areas, and facilities.
  - Planting, seeding, cutting, trimming, pesticide application, burning, removal of hazardous trees, mowing, control of noxious weeds and invasive species, etc.
- Maintain equipment conditions and needs including fences, roads, tractors, loaders, chainsaws, snow plows, 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, subcontractors, and volunteers conducting resource inventory and management activities.
- Assist 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.**
- Seek grant program opportunities and write grant applications.
- Work 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:**
- Bachelor's 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 drivers license required with the ability to obtain a Class A Commercial Drivers 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 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, wood chipper, trimmer, stumper, tractor loader, skid loader, wheel tractor, no-till drill, disk, etc.) in a safe and effective manner.
- 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 general 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.

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 $45,000 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.org/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.org/job-opportunities
Send all application materials to:
Email: conservation@co.jones.ia.us
or
Mail: Jones County Conservation
Attn: Brad Mormann
12515 Central Park Road
Center Junction, IA 52212

Questions about the position can be sent to conservation@co.jones.ia.us or 563-487-3541 ext. 2

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