ASSISTANT RESOURCE MANAGER

Posted 07/08/2021  
County Woodbury  
Location Smithland, Iowa  
Salary Range: $48,779 - $57,402 Annually  
Deadline 07/30/2021

Description

ESSENTIAL FUNCTIONS:
Managing daily activities at major parks and satellite areas including maintenance and improvement of grounds and facilities. Provide public safety of area users through law enforcement and effective communication. Maintain and prepare reports and records. Supervise assigned personnel. Assist with preparation of work schedules, supervision, and training of designated staff. Assist with keeping detailed, accurate records; collect fees established by the Board; Participate in all aspects of facility, grounds and equipment maintenance, repairs and improvements. Enforce park rules, state and local laws and ordinances. Provide information and assistance to park visitors. Assist with maintenance and improvement of undeveloped natural resource areas. Maintain required certifications. Perform basic plumbing, electrical, carpentry and light construction tasks. This position is under the direct authority of the County Conservation Executive Director and Deputy Director and District Resource Manager.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:
Bachelor’s degree from an accredited college or university with major course work in a natural resource related field AND one (1) year work experience in the conservation field; OR a two (2) year Associate degree in a natural resource related field with five (5) years’ work experience in the conservation field. Must live within 30 minutes of assigned Park Office. Ability to work in a variety of weather conditions. Thorough knowledge of County Conservation rules and regulations as well as State Laws. Ability to communicate effectively orally and in writing; ability to manage possibly volatile situations. Satisfactory driving record and possession of a valid Iowa Commercial Driver’s License. Basic First Aid and CPR certification. Current Certified Peace Officer or ability to obtain certification through Iowa Law Enforcement Academy standards within one (1) year of appointment. Ability to obtain a Weapons permit. Ability to obtain and maintain a commercial Pesticide Applicator license. S 130, S 190 Wildland Fire Training. Physical ability to work with hands, to stand for extended periods, to perform routine heavy manual labor (50 to 85 pounds of dead lifting and to walk stairs carrying 50 pounds) and operation of motor vehicles and equipment. Candidate for hire must be able to pass or have passed the Iowa Law Enforcement Academy Guidelines, a
background check, a physical exam and drug screening test prior to employment. A completed County Application form, a resume and a cover letter are required.

Woodbury County is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Applicants for employment should contact the Human Resources Dept, Room 701 for further information. Deadline for receipt of applications shall be: 4:00 p.m., Friday, July 30, 2021.

Qualifications
Bachelor’s degree AND one (1) year work exp in the conservation field; OR a two (2) year Associate degree with five (5) years’ work exp in the conservation field. Valid Iowa CDL. Current Certified Peace Officer or ability to obtain within one year.

To Apply
To Apply: www.woodburycountyiowa.gov (Click on Careers). Please INCLUDE job application, resume, and cover letter.
Contact the Human Resources Dept, Room 701 for further information. Deadline: 4:00 p.m., Friday, July 30, 2021.

More Information
http://www.woodburyparks.org/employment/