JOB VACANCY NOTICE

Woodbury County, Iowa, a governmental unit as prescribed by the Iowa Code, will accept applications online at https://www.woodburycountyiowa.gov/ for the following position:

TITLE: County Conservation Naturalist
ENTRY SALARY: $47,474/Annual
Plus Benefits

ESSENTIAL FUNCTIONS: The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

• Develop, plan, and conduct environmental education (EE), informational, outdoor recreational and interpretive programs for the school, special populations, senior groups, youth groups, civic groups and public.
• Assist with operation, maintenance and staffing of the nature center and its gift shop, rentals and programs;
• Assist with maintenance and construction of indoor and outdoor exhibits, including live animal displays;
• Provide assistance as a resource person to all schools (with special emphasis to county rural school districts), service groups, church groups, youth groups and clubs;
• Develop, organize, coordinate, and conduct programs for public information and environmental education;
• Write and design public information documents such as press releases, brochures, newsletters, informational displays and social media posts;
• Plan and assist in development of educational facilities at all conservation areas including the nature center;
• Assist in preparation of reports, budgets and long range EE plans;
• Develop summer camp program and train of summer naturalist intern staff;
• Recruit, train and assist with supervision of volunteers;
• Assist with development of funding sources for EE program, nature center endowment, and special projects;
• Attendance is required

Non-Essential Functions and Responsibilities:
• Perform various other County Conservation Department assignments as directed by the County Conservation Education Programs Director

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:
• Bachelor’s degree from an accredited college or university with major course work in environmental education, interpretation, natural resources or related field; AND one year experience in development and presentation of environmental education or interpretive programs
• Thorough knowledge of trends in conservation and environmental education;
• Considerable knowledge of principles and practices of conservation, ecology, interpretation and related subjects including local flora and fauna
• Ability to integrate environmental education goals and objectives with current trends in educational methods and curriculum delivery
• Basic knowledge and ability to learn and use popular social media platforms, including but not limited to: Facebook and Instagram and the creation and posting of blog posts for the promotion of conservation and educational programs
• Ability to write, edit & communicate effectively in a variety of methods including public speak and program delivery. Excellent public speaking skills are required
• Ability to establish and develop long range goals and objectives
• Ability to interpret and apply department rules and policies; ability to schedule and implement multiple projects and meet deadlines
• Ability to safely operate and maintain a variety of small tools and equipment
Working knowledge and skill in the use of computers and software programs including Microsoft Office suite (Word, Excel, Outlook, Access, Power Point); publishing software such as Illustrator, Adobe Photoshop, Canva, or equivalent. Ability to learn departmental software programs and related audio visual technology

Ability to work within a budget

Ability to establish and maintain effective working relationships with supervisors, fellow employees, volunteers, various organizations, and the public

Ability to work in a variety of weather conditions and walk/stand for prolonged periods;

Satisfactory driving record and possession of a valid driver’s license at time of hire and maintain it throughout the course of employment

Must successfully obtain Class D Chauffeur’s License, CPR and basic first aid certification within a time frame established by the employer. Certifications shall be maintained throughout the course of employment

Ability to work a non-standard work week, including evenings, weekends and some holidays

Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment.

To Apply: https://www.woodburycountyiowa.gov/ (Click on Careers)

A completed Woodbury County job application form, cover letter and resume are required.

Applicant for hire must successfully pass background checks, physical exam and drug screening prior to employment. Woodbury County is an Equal Opportunity Employer. In compliance with the 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.

For more info on Woodbury County Conservation Board: http://woodburyparks.org/employment/

Applicants for employment should contact the Human Resources Dept., Room 701, of the Woodbury County Court House between the hours of 8:00 a.m. to 4:30 p.m. for further information.

https://www.woodburycountyiowa.gov/

Deadline for receipt of applications shall be 12:00 p.m., Wednesday, September 9, 2020.

Human Resources Dept., Room 701 Woodbury County Court House 620 Douglas Street Sioux City, IA 51101

EQUAL OPPORTUNITY EMPLOYER

WOODBURY COUNTY POSITION DESCRIPTION

Department: County Conservation Department Title: County Conservation Naturalist FLSA Designation: Non-Exempt/Hourly Effective Date: August 2020 Reports to: County Conservation Education Director Purpose: Under general supervision, develops, plans, coordinates and presents environmental education, outdoor recreation and conservation programs for schools, youth and adult groups, and the public; develops related written, multi-media and display materials; assists Education Programs Director in all aspects of environmental
education programming. This position is under the direct supervision of the County Conservation Education Programs Director.

Essential Functions and Responsibilities: The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Develop, plan, and conduct environmental education (EE), informational, outdoor recreational and interpretive programs for the school, special populations, senior groups, youth groups, civic groups and public.
- Assist with operation, maintenance and staffing of the nature center and its gift shop, rentals and programs;
- Assist with maintenance and construction of indoor and outdoor exhibits, including live animal displays;
- Provide assistance as a resource person to all schools (with special emphasis to county rural school districts), service groups, church groups, youth groups and clubs;
- Develop, organize, coordinate, and conduct programs for public information and environmental education;
- Write and design public information documents such as press releases, brochures, newsletters, informational displays and social media posts;
- Plan and assist in development of educational facilities at all conservation areas including the nature center;
- Assist in preparation of reports, budgets and long range EE plans;
- Develop summer camp program and train of summer naturalist intern staff;
- Recruit, train and assist with supervision of volunteers;
- Assist with development of funding sources for EE program, nature center endowment, and special projects;
- Attendance is required Non-Essential Functions and Responsibilities:
- Perform various other County Conservation Department assignments as directed by the County Conservation Education Programs Director

Minimum Education and Experience Required to Performing Essential Functions:

- Bachelor’s degree from an accredited college or university with major course work in environmental education, interpretation, natural resources or related field; AND one year experience in development and presentation of environmental education or interpretive programs;
- Thorough knowledge of trends in conservation and environmental education;
- Considerable knowledge of principles and practices of conservation, ecology, interpretation and related subjects including local flora and fauna;
- Ability to integrate environmental education goals and objectives with current trends in educational methods and curriculum delivery;
- Basic knowledge and ability to learn and use popular social media platforms, including but not limited to: Facebook and Instagram and the creation and posting of blog posts for the promotion of conservation and educational programs;
- Ability to write, edit & communicate effectively in a variety of methods including public speak and program delivery. Excellent public speaking skills are required;
- Ability to establish and develop long range goals and objectives;
- Ability to interpret and apply department rules and policies; ability to schedule and implement multiple projects and meet deadlines;
- Ability to safely operate and maintain a variety of small tools and equipment;
- Working knowledge and skill in the use of computers and software programs including Microsoft Office suite (Word, Excel, Outlook, Access, Power Point); publishing software such as Illustrator, Adobe Photoshop, Canva, or equivalent. Ability to learn departmental software programs and related audio visual technology;
- Ability to work within a budget;
- Ability to establish and maintain effective working relationships with supervisors, fellow employees, volunteers, various organizations, and the public.
- Ability to work in a variety of weather conditions and walk/stand for prolonged periods;
- Satisfactory driving record and possession of a valid driver’s license at time of hire and maintain it throughout the course of employment;
- Must successfully obtain Class D Chauffeur’s License, CPR and basic first aid certification within a time frame established by the employer. Certifications shall be maintained throughout the course of employment;
- Ability to work a non-standard work week, including evenings, weekends and some holidays;
• Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment.

Mental and Physical Competencies Required to Perform Essential Functions: Language Ability Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. The analytical and personal communications nature of this work also requires an individual who possesses good visual memory and discrimination, auditory memory and discrimination, and clarity of speech and hearing which permits interactive communication. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English. Mathematical Skills Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

Reasoning Ability Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the public by means of clearly spoken English. Equipment Used Knowledge of computer skills to effectively operate Microsoft Office and desk-top publishing applications and audio-visual equipment. Possess knowledge of general office equipment and procedures, computer, typewriter, printers, calculator (10 key), copier, mail process machine and including ability to type rapidly and accurate proofreading. Physical ability to work with hands, to stand/walk for extended periods, to perform routine heavy manual labor routine (50 to 75 pounds of dead lifting and to walk stairs carrying 50 pounds) and operation of motor vehicles and equipment.

Physical Demands This is an active position. While performing the duties of this position, the employee is frequently required to: stand, walk (a minimum distance of one mile on uneven and hilly terrain), sit, climb, push, pull, bend, stop, kneel, twist, reach, with hands and arms and climb stairs. The individual in this position must be reasonably physically fit and ambulatory. Work responsibilities do require the individual to work outside on a recurrent basis (daily throughout all seasons) in a variety of weather and conditions. Must be able to lift and carry office and educational supplies, materials, and props that weigh up to 50 pounds on a frequent basis. Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-75 pounds or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision 20” or less to view computer screens and for preparing and analyzing written data and to determining the
accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English.

Environmental Adaptability The employee frequently works in outside weather conditions and is occasionally exposed to adverse environmental conditions including heat and cold temperatures. The noise level in this job is usually moderate. Must have enough vision which safely permits outdoor activities including hiking on uneven terrain. Leadership and instruction of programs requires the individual to be able to hike, canoe, kayak, and conduct other physical outdoor recreational activities.

Special Requirements Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of an appropriate valid driver’s license and insurance. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. Basic First Aid and CPR Certification. The use of clearly spoken English for the skills and purposes of this job. Must have regular and reliable work attendance to fulfill the essential functions of the position.

Woodbury County is an Equal Opportunity Employer. In compliance with the 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.

Federal and state laws prohibit employment and/or public accommodation discrimination based on age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran’s status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation’s civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation’s services, contact the agency’s affirmative action officer at 800-262-0003.