



## *Iowa's County Conservation System*

# ICCS Executive Officer JOB DESCRIPTION

**JOB TITLE:** Chief Executive Officer of Iowa's County Conservation System

**SALARY:** Salary negotiable depending on experience, qualifications, skills and abilities.  
*This position is considered as a self-employed Independent Contractor for ICCS and not an employee, and is therefore not eligible for coverage by the Iowa Public Employee Retirement System (IPERS).*

**QUALIFICATIONS:** Graduation from an accredited four-year college or university with major course work in wildlife biology, ecology, parks & recreation, conservation management, leisure services or related field. Prefer 10-15 years of progressive management experience within Iowa's County Conservation System; or a combination of education and experience (*ten years minimum with 3-5 years within the ICCS*) that demonstrates an understanding of the natural resource and administration practices required of the position. Experience with nonprofits or association management. Knowledge, skills and abilities in the following: association management of at least three years desirable; strong presentation and inter-personal communication skills; possess excellent networking abilities as an outgoing spokesperson and relationship builder; computer skills and knowledge of website and intranet management; must have and maintain a current driver's license; ability to travel throughout the state to facilitate job requirements; experience in sound financial & fiscal management; experience in organizing and hosting large and small educational workshops, conferences and training sessions utilizing current technologies; ability to work with volunteer board of directors, committees and members across the state; experience in supervising part-time, contractual and internship staff; understanding of legislative procedures and ability to work with legislators; position will require exceptional self-motivation, self-direction, independent thought, initiative, and excellent time-management skills.

## **JOB DUTIES:**

### **ADMINISTRATIVE**

- Responsible for administering all policies, procedures, and budgets as set forth by the ICCS Board of Directors.
- Administer, plan, organize, and evaluate the day-to-day operations of the association in virtual office environment. Develop, recommend and implement improvements to facilitate dynamic, interactive & engaging statewide operations.
- Provide oversight and administrative support for special programs and services such as the Iowa Trust for Local Conservation (ITLC) and MyCountyParks.com.
- Prioritize leadership level participation with the REAP Alliance, IWill Coalition, and other statewide entities as appropriate.
- Serve as Co-Chair of the REAP Alliance with INHF President – coordinate meetings as needed; develop and maintain membership; provide progressive

educational materials for new legislators and remain active during legislative sessions; assist with coordination of REAP advocacy at the Capitol; work closely with DNR REAP Coordinator on all aspects of REAP but specifically to orchestrate & participate the REAP Assemblies (odd calendar years) and the REAP Congress in January of even calendar years. Advocate REAP at every possible occasion and represent the Coalition and DNR REAP planning and organization to all county conservation boards.

- Execute all legal documents for ICCS, and serve as custodian of all ICCS records, maintain archives. Develop, recommend and implement effective data retention of administrative activities and historical documentation via electronic preservation.
- Supervise all part-time, contractual and internship staff following standard human resource management practices.
- Maintain official records of County and Preferred Vendor memberships and administer renewal process. Provide follow-up with counties and vendors as needed.
- Administer recognition program of membership upon request from local county conservation boards in various service and longevity categories as needed.
- Provide administrative support for district meetings & operations. Prioritize attendance to all district meetings as available and provide programming and presentations as requested.
- Provide administrative advice and support for all county conservation boards, and attend local board meetings upon request or as needed. Provide presentations or educational sessions to support the local boards and their liaison with County Boards of Supervisors, partner organizations, business groups, stakeholders, etc.
- Develop a written personnel policy to supervise all employees and contract workers to be approved by the ICCS Board of Directors.
- Work with a sub-committee of the Board of Directors to develop and maintain a written long range plan for the organization to include benchmarks/milestones in order to gauge achievements and successes.

## **MEMBERSHIP SERVICES**

- Coordinate the publication and distribution of the ICCS Newsletter on monthly or as needed basis: author or approve all articles; solicit timely information from all CCBs, ICCS Divisions, partner organizations, and other entities for timely distribution; maintain a current “Job Openings/Career Opportunities” section in each newsletter that correlates with the online ICCS listing of the same; this is a critical and premier service to our membership.
- Coordinates Association’s electronic communications. Recommend updates or changes to maintain current and effective promotional & informational tools.
- Provide general oversight for the digital footprint of Iowa’s County Conservation System by working closely with the contracted **Internet Systems Administrator**. Includes technical support, training and site development related to the following:
  - Platforms include, but are not limited to: MyCountyParks.com website, MyCountyParks.org website, Facebook pages: MyCountyParks.com and Iowa’s County Conservation System (2), Google Business Suite, Gmail Email Communications System, ICCS Zoom Room and ICCS YouTube Channel.
  - In coordination with Internet Systems Administrator - Research and recommend site improvements/expansions to the ICCS Board of Directors; work within approved budget guidelines at all times.
  - Ensure a corporate Cyber Security Insurance Policy is in effect at all times.
- Actively engage with all county conservation Divisions: County Conservation Directors Association (CCDA), Iowa Association of County Conservation Employees (IACCBE), County Conservation Peace Officers Association (CCPOA), Iowa Association of Naturalists (IAN), Association for Integrated

Roadside Management (AFIRM), MyCountyParks.com (MCP), and Iowa Trust for Local Conservation (IowaTLC). Attend business meetings as possible and provide networking support as available; invite Divisions to participate in workshops & conferences as well as submit articles to various ICCS publications and online venues. Work to build active participation in all Divisions by 100% of potential members in each: by developing/enhancing mentoring programs; providing one-on-one orientation to ICCS; working with Divisions on various membership demands.

- Maintain existing employment opportunity postings via the JOB OPPORTUNITIES link on MCP.com; work towards becoming the internet portal for natural resource employment opportunities and promoting ICCS as such; assist all member County Conservation Boards (CCBs) with employee recruitment and job opening postings as requested. Develop and update standards and guidelines for posting of jobs. Develop and maintain an updated reference library of job descriptions to share with all county conservation boards via Files in the Portal.
- Coordinate, plan and implement statewide and regional conferences and workshops for board members and employees: Work with local conservation boards, ICCS Districts and partner organizations to affect high quality events; provide conference administrative support throughout the planning process, as well as financial and registration administration; assist conference hosts with registration program management, development and dissemination.
- Explore innovative, web-based opportunities (*ie: podcasts, social media, YouTube page, etc.*) to deliver quality training opportunities to board members and employees.
- Encourage active management of the digital “live” version of the Personnel Directory by individual CCBs; provide training/training materials for counties to utilize and comprehend manipulation of this database
- Initiate, develop and disseminate member surveys to members only as necessary. Utilize internet technologies (such as Survey Monkey) to expedite and facilitate user friendliness in these processes.
- Plan, coordinate, implement and administer a statewide PREFERRED VENDOR MEMBERSHIP PROGRAM. Provide for recruitment and maintenance of membership; establish & promote membership benefits and privileges; solicit members for advertisement, exhibitor participation and sponsorships in ICCS communications, conferences, etc.; communicate with and service the needs of Preferred Vendor Members.
- Actively participate in the IACCBE Winterfest event each January: Coordinate and present the “Collegiate Day” to include a one-hour presentation about Iowa’s County Conservation System, an educational newsletter, and a resume review session; coordinate a 3.5 hour MCP.com training session for interested CCB employees as requested by the Winterfest Planning Committee; participate in the IACCBE Annual meeting – representing ICCS with necessary reports, updates, etc.; serve on the IACCBE Winterfest Planning Committee and participate in their monthly meeting schedule as much as possible.

## **FISCAL MANAGEMENT**

- In conjunction with the ICCS Board of Directors, recommend, develop and upon approval, implement the annual budget; manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Manage the receipts and disbursements of all monies in accordance with policies and procedures of ICCS. Utilize and manage online banking service and protocols from Veridian Credit Union; manage various accounts with the use software to ensure effective accounting of association’s income and expenses.
- Provide the Board of Directors monthly financial statements, noting any specific noteworthy expenditures or issues.

- Prepare all documentation in addition to assisting with execution of external operational review (audit) during designated time periods.
- Prepare all documentation and provide necessary support materials to external accounting services in preparation of the annual Federal IRS Tax filing for a 501(c)6 Corporation on a Fiscal Year basis. Current process involves documentation of fiscal operations from these Divisions: IACCB, CCDA, CCPOA, IACCBE and MyCountyParks.com.
- Ensure that the Association has proper board of directors, officers and committee chair liability insurance. Understand and work within the laws (federal and state) governing not-for-profit 501(c)6 corporations ensuring the integrity of ICCS.
- Initiate and ensure the proper annual IRS tax filings for the Iowa Trust for Local Conservation (IowaTLC), our 501(c)3 tax-exempt Division.
- File Quarterly Sales Tax documentation and payment to the Iowa Department of Revenue – to include sales tax on merchandise sold, gambling profits and required reports on these activities.
- Ensure proper Biennial Reports for Iowa Corporations are filed with the Iowa Secretary of State for all participating Divisions in odd-numbered years.
- Manage finances to ensure a net surplus each fiscal year. At the conclusion of each fiscal year, provide an annual written report on Association financial stability, program participation breakdown, areas of accomplishment, and areas for potential improvement.

## **LEGISLATIVE**

- Work directly in coordination with contract lobbyist and other politically active partner organizations (REAP Alliance, IWILL Coalition, INHF, etc.) in representing county conservation board interests.
- Review, recommend and implement (upon approval by the Board of Directors) a new legislative structure for Iowa's County Conservation System. In coordination with the CCDA, incorporate historic protocols with current methods and technologies. Strive to provide an efficient integrated mechanism to represent county conservation's interests to the Iowa legislature, partner organizations and stakeholders.
- Work within the Iowa State Association of Counties (ISAC) legislative structure in conjunction with the CCDA. Attend spring and summer ISAC conferences as available.
- Provide periodic legislative updates to ICCS membership & stakeholders; utilize information provided by ICCS contracted legislative services and ISAC tracking where possible.
- Identify interactive legislative web page that will satisfy the needs of interested representatives of Iowa's County Conservation System.
- Develop and maintain system for legislative contact emails available to all authorized county conservation board members and employees.

## **MARKETING & OUTREACH**

- Serve as the county conservation liaison (representative) to the Iowa DNR; recruit CCB representatives as necessary to serve on the various committees, boards, and sub-organizations; work with the DNR as requested and appropriate on various legislative efforts.
- Develop and maintain essential statistics and data about Iowa's County Conservation System, to include: annual salary information about all employees; total and individual county inventory of assets; economic impact figures for individual counties.
- Ensure representation of Iowa's County Conservation System on various statewide and legislatively appointed committees.

- Continue development of a county conservation brand identity and implement a marketing plan.
- Elevate awareness of Iowa's county conservation board system with both internal and external marketing strategies.
- Maintain production and updates of a digital version of the Outdoor Adventure Guide providing for online.
- Work with partner organizations in the development and disseminate sample news releases and other educational materials as needed for legislative issues and general marketing of the county conservation system.
- Develop and update PowerPoint programs for use by all counties: Board Member Orientation; New Employee Orientation; Economic Impacts of the CCB System; Careers in Conservation; others as needed.
- Coordinate and facilitate communications as well as joint ventures with relevant external organizations, partners, etc.
- Provide educational opportunities for state legislators, public officials, partner organizations and other stake holders.
- Represent Iowa's County Conservation System to the Iowa tourism industry by: actively participating in statewide and regional conferences; maintaining ICCS/MCP.com membership in the Western, Central and Eastern Iowa Tourism Regions; partnering with the Iowa Tourism Office as opportunities occur; promoting Iowa Tourism participation opportunities to all CCBs; serving on regional and statewide tourism-based committees, etc.
- Publicly represent Iowa's County Conservation System with the media and external constituency groups, including community, governmental and private organizations and build excitement for the statewide CCB system, services, facilities and resources.

## **SPECIAL REQUIREMENTS**

- May require a physical examination which includes a drug test after offer of employment.
- Subject to credit and criminal history review/background check
- Required to provide own transportation
- Valid Driver's License required

ICCS is proud to be an Equal Employment Opportunity and affirmative action organization. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

*ICCS CEO Job Description  
May 12, 2022, ICCS Board of Directors*