

Class Code: 531103

Pay Grade: M25

Unit: Management

Deputy Director

**Distinguishing Features of the Class:**

Under limited supervision of the Conservation Director, supervises all aspects of park development, personnel administration/management, construction, maintenance, security and all visitor related recreational activities necessary for a safe and enjoyable environment within the park system. Provides support to the Director in all areas of Conservation department activities and serves as Director in his/her absence.

**Illustrative Examples of Duties:**

1. Assists the Conservation Director in planning, directing, coordinating and evaluating, directly or through subordinate managers, the services, programs, and staff of a multi-faceted county-wide conservation program that includes park management, outdoor recreation, natural resource management, environmental education, land/water management, wildlife/fishery programs, and revenue generating operations such as golf courses and equestrian facilities; oversees facility management agreements such as the Jester Lodge and golf course; reassigns resources/modifies priorities/schedules as necessary to enhance organizational effectiveness, adapt to changes, and meet established deadlines; directs the resolution of problems, complaints, or emergencies affecting the availability/ quality of services.
2. Oversees organization planning and personnel administration/management and brings recommendations to Director.
3. Responsible for development, maintenance and implantation of capital improvement plan and ongoing acquisitions.
4. Supervises the operation and maintenance of Polk County Conservation Board (PCCB) areas including but not limited to; initiating, preparing, implementing and enforcing administrative procedures, methods, reports and policies for the efficient operation; managing the day-to-day affairs and properties; developing mission and strategies, responsible for safety at all public areas.
5. Develops financial forecast models/provides financial guidance in the prioritization of agency resources.
6. Researches/aggressively seeks new funding sources/grants to help cover costs of Conservation programs/ projects; applies for/administers grants; ensures compliance with contractual requirements.
7. Evaluates/reports on the effectiveness of division programs, activities, operations; conducts service needs assessments; ensures division plans/programs align with

agency goals/objectives; makes recommendations for policies/procedures to increase efficiency/effectiveness of division operations.

8. Prepares and presents the department's annual plan as it relates to the assigned functional areas.
9. Represents the department in meetings with public/private sector officials and citizen groups, serves on various committees as assigned.
10. Maintains detailed records of division activities; prepares various analytical, statistical, fiscal, and technical reports.
11. Responds to public inquires/complaints and takes appropriate action.
12. Coordinates development/management of special projects as assigned; develops project plans and implementation/evaluation methodologies.
13. Serves as Director during absences.
14. Performs related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

- Considerable knowledge of the principles/techniques used in park/natural resource management.
- Considerable knowledge of the principles, practices, and procedures of government budgeting/ financing, including capital projects planning/fiscal reporting.
- Considerable knowledge of modern principles/practices of public administration including development/implementation of policies/procedures, communications, and financial/management controls.
- Considerable knowledge of the federal, state, and local rules/regulations regarding park operations, natural resource management, grant administration, and safety.
- Knowledge of the principles/practices of effective management/supervision.
- Knowledge of the principles/techniques of financial/statistical analysis, financial forecasting, and general accounting.
- Knowledge of the operating programs, functions and objectives of the conservation department.
- Knowledge of purchasing principles/practices and regulations governing public procurement
- Skill in the use of computer software including spreadsheets, Microsoft Power Point, and Word.
- Ability to gather/analyze data, draw logical conclusions, and propose practical solutions to organizational problems.
- Ability to devise improved methods, schedules, and work procedures for optimum use of resources.
- Ability to communicate effectively orally and in writing.
- Ability to make effective presentations to boards, commissions, and community groups
- Ability to plan, organize, evaluate, supervise, and direct the work of staff for conformance to work standards.

- Ability to develop strategic plans/procedures that promote/implement the goals/objectives of the agency.
- Ability to prepare grant/contract documents.
- Ability to maintain accurate records and prepare clear/concise analytical, statistical, and technical reports.
- Ability to identify, analyze, interpret, and evaluate problems and provide practical/cost effective solutions.
- Ability to exercise good judgment in evaluating situations/making decisions.
- Ability to establish/maintain effective working relationships with public officials, county staff, co-workers, representatives of other organizations, and the general public.
- Ability to resolve disputes/conflicts with use of diplomacy, tact, and persuasion.
- Ability to lift up to 50 lbs.
- Ability to obtain/maintain a valid driver's license issued by the State of Iowa.
- Pre-employment drug screening required.

### **Training and Experience**

- Graduation from a four year college in Public Administration, Business Administration, Park/ Recreational Management, Natural Resources, Accounting, or related field, and
- Five years progressively responsible experience in an administrative/managerial capacity involving responsibility for planning, organizing, implementing, and supervising park/recreational programs and facilities including budget administration, or
- Any equivalent combination of education/experience that will have provided the required knowledge, skills, and abilities.

Adopted: 07/23/96

Revised: 02/03/03

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