

Office Manager/ Assistant Naturalist

Posted: 8/7/2024

County: Allamakee

Salary: Based on qualifications, full county benefits, IPERS

Deadline: 9/6/2024

#### Description

Position: Office Manager/Assistant Naturalist    Reports to: Director    Department: Conservation

#### General Summary:

A full-time position at the Driftless Area Education and Visitors Center under the general direction of the Director. The Office Manager/Assistant Naturalist will perform a wide variety of professional and administrative duties relating to both the day to day operations of the department and interpretive work within the Driftless Area Education and Visitor Center and at other locations as needed.

#### **A. Essential Functions (may include, but not limited too)**

1. Work with staff to file claims, place orders, accept deliveries, and greet the public
2. Help director prepare documents for Conservation Board meetings
3. Responsible for filing reports and maintaining accurate files for all aspects of the department
4. Performs such office duties as bookkeeping, writing claims, and filing
5. Manages the gift shop inventory by ordering all new products, keeping track of monthly sales, keeping the shop clean and organized.
6. Maintain records for programs and donations
7. Prepare press releases and promotional materials for the Driftless Area Education and Visitors Center
8. Answer and direct phone calls regarding the Driftless Area Education and Visitors Center and the areas managed by the ACCB
9. Work with fulltime naturalist to plan and implement regularly scheduled education programs for youth and adults at the Driftless Area Education and Visitors Center
10. Lead tour groups or school field trips with assistance from Naturalist or other staff
11. Perform daily cleaning of restrooms and common use areas of the Driftless Area Education and Visitors
12. Perform daily animal chores such as watering, feeding, and cleaning tanks.
13. Work cash register.
14. Greet visitors and answer questions regarding the Driftless Area Education and Visitors Center, Allamakee County, and the Driftless Area
15. Opening and closing of the Driftless Area Education Visitors Center

**B. Knowledge, Abilities, and Skills**

1. Administrative writing and speaking skills.
2. Knowledge of and ability to use Microsoft Office Programs
3. Knowledge of basic accounting processes
4. Highly organized and having problem solving abilities.
5. Ability to compose letters, records, meeting minutes and grants.

**C. Physical Demands** Walking, standing, lifting, carrying, bending, climbing, seeing, and able to use hands to manipulate tools is all required in the maintenance operation of the parks. Driving pickups and tractors with manual transmissions, hearing, and speaking to communicate with the public and other staff members will be required.

**D. Cognitive Demands Ability** to think for oneself to carry out the office duties and naturalist work in a safe and efficient manner, and able to think and act professionally in situations dealing with emergencies or enforcing park rules and regulations. Knowledge of various natural resources fields, such as wildlife, fisheries, forestry, and park management, and able to apply that knowledge for practical use in the field, and able to communicate that information to help educate the public.

**E. Work environment and Equipment** Mainly inside work, but occasionally will have to perform outside work around the Driftless Area Education and Visitors Center or other areas managed by the ACCB. Outside work may take place under all conditions including rain, wind, snow, and sun. Work inside will be within the Driftless Area Education and Visitors Center. Operating vehicles of all sizes, snowblowers, garden equipment, and other power tools may be necessary. Ability to stand and walk for long periods of time while supervising school aged children.

**F. Supervision of others** This individual may help supervise seasonal workers and volunteers inside the Driftless Area Education and Visitors Center.

**G. Other**

1. Marginal functions of this position that are incidental to the performance of the fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. This job description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Conservation Board or Director.

- H. **Qualifications** Graduation from an accredited college or university with an associate degree related to conservation or a bachelor's degree in wildlife biology, natural resources, park management, or related field. Hold or be able to obtain a valid Iowa Driver's license and insurable under the County's automobile policy.
- I. **For more information:** Director Ross Geerdes, (563)538-0402 or [accb.director@gmail.com](mailto:accb.director@gmail.com)
- J. **TO APPLY** Send cover letter, resume, and professional references to Allamakee County Conservation Board C/O Ross Geerdes, 1944 Columbus Road, Lansing Iowa, 52151 or email: [accb.director@gmail.com](mailto:accb.director@gmail.com)