Iowa's County Conservation System

mycountyparks.com PORTAL

Statewide Intranet Initiative

Jobs Module
Administrative Training Manual

Prepared by MyCountyParks.com

System Administration

November 2013

mycountyparks.com

GENERAL INFORMATION:

Iowa's County Conservation System has a long history of quality employment opportunities and our ability to recruit excellent candidates for the positions. Additionally, we have always considered it a priority to efficiently make our postings available to the general public, and to make it convenient for them to access information and follow the application process. The new **IACCB Jobs Portal** launches us into the leadership role for natural resources employment in Iowa.

We encourage ALL county conservation boards to take advantage of this easy-to-use system – especially since once you have a job description posted, it is there and renewable each year in perpetuity! This instructional manual has been designed to assist you in working within the **Jobs Module** once you have entered to portal portion of MyCountyParks.com. The step-by-step numbered system and portal screen shots should provide easy implementation of our new employment opportunity system in your county.

GENERAL GUIDELINES:

1. **ADMINISTRATIVE PRIVILEGES** – You must have either **County Administrator** or **Portal Administrator** security level privileges in order to work within the Jobs Module. If you do not have a County Administrator in your county, please contact the System Administrator. You do not need to be a County Administrator to work within the portal. Definitions follow:
   - **County Administrator** – Authority to work on ALL county-specific portions of MyCountyParks.com AND within the IACCB Portal. *(Designated by Conservation Directors)*
   - **Portal Administrator** – Authority to work within all modules and features of the IACCB Portal. Ability to upload and manipulate all county-specific portions of the portal, but no access to any administrative privileges to MyCountyParks.com. *(Designated by Conservation Directors)*
   - **Portal User** – access to view most features of the secure IACCB Portal which is not available to the public. No ability to upload or manipulate files or data, and no access to any administrative privileges for MyCountyParks.com. Portal Users can view and download most materials from the portal. This category is available to ALL CCB employees and conservation board members. *(Designated by County or Portal Administrators)*
2. **RESTRICTIONS** – Certain portions and aspects of the Portal will be restrictive inasmuch as you can only work on items that may be specific to your county. Example: In the Jobs Module – while you can see the jobs listed for all counties, you can only edit, delete, etc. those jobs that have been uploaded by a County or Portal Administrator from your county.
3. **GENERAL OVERSIGHT** – The System Administrator has exclusive authority over all material and data uploaded to MyCountyParks.com and the IACCB Portal. Should an occasion arise where the System Administrator deems material is controversial, offensive or inappropriate in any manner – it may be removed immediately. The System Administrator will work with individual County Administrators to correct any such situations.

MyCountyParks.com & IACCB Portal System Administrator
Thomas F. Hazelton - IACCB@mycountyparks.com (515) 963-9587
1775 Mackenzie Drive, Cedar Rapids, IA 52411-9596

Jobs

🟥 Indicates a job posting is no longer visible on the user side of the site.

| Keyword Search | -- ALL Counties -- ▾ | -- All Display -- ▾ | Filter | View All | Add New |

1

Job Detail

Job Title *   NATURAL RESOURCE MANAGER   **2**

On Display *   Yes ▾   **3**

Non CCB   ☐ By Selecting this checkbox, county is no longer required   **4**

County *   Dallas ▾   **5**

City *   PERRY   **6**

Job Type *   Permanent ▾   **7**

Post Date *   10/9/2013   **8**

Deadline Date   Open Until Filled   **9**

Teaser *   Full time position under general supervision of the Director, performs diverse tasks associated with the planning, development, and maintenance of the county's parks, trails, recreation, cultural and historical, and wildlife management areas and programs. Performs   **10**

Qualification   - 4 year degree in a natural resources or related field, and 4 years experience from past related jobs.
- Valid Iowa Commercial Driver's License (CDL) Class A with appropriate classifications   **11**

To Apply   APPLY ONLINE AT: http://www.co.dallas.ia.us/index.aspx?page=928   **12**

Salary   Depends on Qualifications   **13**

More Info. Link   http://www.co.dallas.ia.us/index.aspx?page=928   **14**

Description *   **15**

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ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- A Park residence is provided and as a condition of employment this position is required to actively live in the residence.
- Perform diverse tasks associated with the development and maintenance of the county's trail system.
- Construction, maintenance and repair of various facilities including roads, buildings, utilities, grounds, etc.
- Operate various types of construction and maintenance equipment, specialized equipment, and power and hand tools in a safe and efficient manner.
- Service equipment and make minor repairs and adjustments.
- Participate in general labor tasks as assigned. Perform various forestry, prairie, and natural resource management activities.
- Enforce the rules, regulations, and laws of the state of Iowa and Dallas County, Iowa as directed.

✏ Design   <> HTML   🔍 Preview

Add Cancel   **16**

Information below corresponds with the like numbers in the ☐ *boxes on page two.*

1. Open the **JOBS** tab, click on **ADD NEW** button to open the **JOB DETAIL** template.
2. **Job Title** – enter official job title utilizing ALL CAPS while typing.
3. **On Display** - If you intend to post immediately – select **Yes**. To save and continue work on it later, or to hide from public posting – select **No**.
4. **Non CCB** – you will not be able to see this option from a County Admin. login. Should you have a position that is a Non-CCB opening that you would like posted, please forward to the System Admin. and it will be considered for posting. This site is primarily for county conservation listings.
5. **County** – select your county.
6. **City** – Please list the city where your conservation board mailing address is located.
7. **Job Type** – Select **Permanent** for either full-time or permanent part-time positions; select **Seasonal** for either full-time or part-time seasonal positions.
8. **Post Date** – The current date that you create the Job Detail is the default date that will appear in this box. If you wish to enter the job detail and have it "self-post" at a future date – select a date in the future and the position will post to the public at 12:01 AM on the date you have entered.
9. **Deadline Date** – This is the date that the application period closes – the posted position will automatically come off the public postings at 11:59 PM on the date that is in this box. If you enter nothing in this box, then the default "**Open Until Filled**" will show on the website. It is incumbent upon you to either delete this posting or turn it off (**On Display** box) once the position is filled. If a position has been listed for over 6 weeks in this category, it may be turned off by the System Administrator. Whatever is present in this box will appear with the short **Teaser** description.
10. **Teaser** – (450 character limit) Provide a brief synopsis of the position that site visitors will see immediately, that will entice them to open the item and read more about the opportunity.
11. **Qualification** – (250 character limit – NOT REQUIRED) Enter a couple of brief essential requirements here. This will appear towards the bottom of the **Description** – if you are going to include this information within the **Description**, you may wish to avoid redundancy and not enter it here.
12. **To Apply** – (250 character limit – NOT REQUIRED) Similar to the above Qualification box above, this will appear toward the bottom of the full listing, and may be redundant if it is otherwise included in the description.
13. **Salary** – (NOT REQUIRED) Whatever you enter here will appear with the short **Teaser** description. If listing a full-time position, please list the salary in a $36,500/year format and not the hourly rate. While this is not a required box to fill in, you are encouraged to provide information in this box. Job seekers may pass over descriptions that do not list any salary information.
14. **More Info. Link** – (NOT REQUIRED) If more information is available elsewhere on the internet (ie: Your CCB or general county website) – please enter this URL where the applicant can secure a more detailed job description, standard application form, etc.
15. **Description** – This is a REQUIRED box with no limits. You are encouraged to copy & paste the totality of your job description here. NOTE: If you copy & paste bulk text here, anticipate a fair amount of word-smithing to get it to look good for the job seekers.
16. **Add / Cancel** – If you are satisfied with the information you have entered – click on the **Add** button. If you want to delete the entire job detail for this position and start over – select Cancel.

Dallas County - NATURAL RESOURCE MANAGER - PERRY, IA

Posted: 10/09/2013

[5] [2] [6] [8]

Full time position under general supervision of the Director. Performs diverse tasks associated with the planning, development, and maintenance of the county's parks, trails, recreation, cultural and historical, and wildlife management areas and programs. Performs duties associated with the enhancement of wildlife habitat for public and private lands. Ability to give presentations to a variety of audiences and groups. Acts as unit manager at the Kuehn Conservation Area, north of Earlham, Iowa

Salary: $39,450/year   [13]

Deadline: Open Until Filled

[9]

NATURAL RESOURCE MANAGER [2]

[8]

Posted   10/09/2013
County   Dallas   [5]
Location   PERRY ,Iowa   [6]
Salary $39,450/year

[13]

Description
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- A Park residence is provided and as a condition of employment this position is required to actively live in the residence.
- Perform diverse tasks associated with the development and maintenance of the county's trail system.
- Construction, maintenance and repair of various facilities including roads, buildings, utilities, grounds, etc.
- Operate various types of construction and maintenance equipment, specialized equipment, and power and hand tools in a safe and efficient manner. - Service equipment and make minor repairs and adjustments.
- Participate in general labor tasks as assigned.   Perform various forestry, prairie, and natural resource management activities.
- Enforce the rules, regulations, and laws of the state of Iowa and Dallas County, Iowa as directed.

[15]

SUPERVISORY RESPONSIBILITIES
Work includes acting as a leader directing unskilled and semi-skilled workers assigned to assist on various projects. Work may be performed with considerable independence, but a supervisor may regularly check for conformance with periodic inspections.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE
4 year degree in a natural resources or related field, and 4 years experience from past related jobs.

LANGUAGE SKILLS
Ability to read and comprehend oral and written instructions. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of weight measurement, area, volume, and distance.

REASONING ABILITY
Ability to apply common sense understanding to carry out written or oral instructions and plans. Ability to solve practical problems and deal with concrete variables in standardized situations.

TECHNICAL SKILLS
- Ability to operate equipment proficiently and safely.
- Considerable knowledge, experience and ability in wood working, carpentry, masonry, cement work and building construction.
- Ability to read and interpret construction blue prints.
- Some knowledge, experience and ability in welding, metal fabrication, surveying, plumbing and electrical service.
- Ability to repair and maintain equipment.
- Ability to understand and implement natural resources management principles and tasks.

[15]

OTHER SKILLS AND ABILITIES
 Ability to establish and maintain good working relationships.

CERTIFICATES, LICENSES, REGISTRATIONS
- Valid Iowa Commercial Driver's License (CDL) Class A with appropriate classifications
- CPR and First Aide Certification Pesticide Applicators Certification
- A criminal background check and drug screening is required of this position.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms, and talk and hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds safely. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.   While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals.

SALARY: Starting salary is $39,450. Standard county benefit package. Park residence is provided and is a condition of employment.

[15]

TO APPLY: Complete an application online at www.co.dallas.ia.us. Please include a cover letter and resume. For more information contact Mike Wallace, Director, Dallas County Conservation Board, 14581 K Ave., Perry, Iowa 50220.   Any questions call the DCCB office at 515-465-3577. Position open until filled.

Qualifications
- 4 year degree in a natural resources or related field, and 4 years experience from past related jobs.
- Valid Iowa Commercial Driver's License (CDL) Class A with appropriate classifications   [11]
- CPR and First Aide Certification

To Apply
APPLY ONLINE AT: http://www.co.dallas.ia.us/index.aspx?page=928   [12]

More Information
http://www.co.dallas.ia.us/index.aspx?page=928   [14]

Jobs

1 **2** **3** **4** **5** **6**

■ Indicates a job posting is no longer visible on the user side of the site.

Keyword Search | -- ALL Counties -- ▾ | -- All Display -- ▾ | Filter | View All | Add New

7 **8** **9** **11** **13**

10 **12**

Job Title	County	Display	Non CCB	Post Date	Deadline Date	
BUREAU CHIEF, STATE PARKS BUREAU		✓	✓	10/15/2013	10/18/2013	view
RIDING INSTRUCTOR – PART TIME	Polk	✓		10/12/2013	11/04/2013	view
OFFICE ASSISTANT – Part-time	Dallas	✓		10/09/2013		view
NATURAL RESOURCE MANAGER	Dallas	✓		10/09/2013		view
SEASONAL FORESTRY LABORER		✓	✓	10/01/2013	10/31/2013	view
WILDLIFE AREA MANAGER	Cerro Gordo	✓		09/30/2013	10/25/2013	view
ROADSIDE MANAGER	Benton	✓		09/16/2013	10/11/2013	view
CONSERVATION TECHNICIAN	Story	✓		08/30/2013	09/20/2013	view
CONSERVATION EDUCATION INTERNSHIP	Cerro Gordo	✓		08/28/2013	09/27/2013	view
ASSISTANT RIDING INSTRUCTOR	Polk	✓		08/14/2013		view
STABLE LABORER	Polk	✓		08/14/2013		view
EXECUTIVE DIRECTOR	Cerro Gordo	✓		08/09/2013	08/23/2013	view
EXECUTIVE DIRECTOR	Clarke	✓		08/09/2013	08/23/2013	view
PARK TECHNICIAN	Plymouth			08/09/2013	08/23/2013	view

|◄ ◄ 1 ► ►| Page size: 25 ▾   14 items in 1 pages

Jobs Module Administration Landing Page

1. **Salmon-colored shading** indicates that posting is beyond the **Deadline Date** or has been set to "Off" within the Display toggle.
2. View ALL or select from counties that have entered postings – then click on **Filter** button to sort.
3. View either all those that have been displayed, or just those Not on display. **Filter** button to sort.
4. **FILTER** button activates search/sort of previous drop-down box selections for **Keyword Search**, **Counties** and **Display**.
5. **VIEW ALL** button resets your view to see all the jobs ever loaded into the portal.
6. **ADD NEW** button will open a **Jobs Detail** template to upload a new position.
7. **Job Title** as entered by county administrator at the time the position was posted.
8. **County** that posted this position.
9. **Display** shows those positions that are/are not currently or previously on display.
10. **Non CCB** postings by System Administrator only.
11. **Post Date** – dates that jobs were posted / re-posted.
12. **Deadline Date** – pending or past deadlines for job postings.
13. **View -** clicking here will allow you to view only those positions that are publicly posted – you will be viewing them from the public side of MyCountyParks.com