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W^m C. Brabham

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S T A T E
C O N S E R V A T I O N
C O M M I S S I O N

DEPARTMENTAL ORGANIZATION

D U T I E S a n d R E S P O N S I B I L I T I E S

REVIEWED AS OF JULY 1964

STATE CONSERVATION COMMISSION
DEPARTMENTAL ORGANIZATION - DUTIES
AND
RESPONSIBILITIES

CONSERVATION COMMISSION

State law provides for a State Conservation Commission consisting of seven citizens of the State who are interested in and have a substantial knowledge of conservation matters; and not more than four of said members shall, when appointed, belong to the same political party. These members are appointed by the Governor with approval of two-thirds of the members of the State Senate. Members are appointed for six years unless appointed to fill in an unexpired term caused by a vacancy.

The duties of the State Conservation Commission as set out by law include:

1. Adoption of policies.
2. Approval of programs.
3. Promulgation of rules and regulations.
4. Issuance of Administrative Orders.
5. Employment of a State Conservation Director.

The specific duties of the Commission are set out in Chapters 106, 107, 108, 109, 110, 111, 112 and 308 Code of Iowa, 1957.

STATE CONSERVATION DIRECTOR

State law provides that the Commission shall employ an administrative head who shall be known as State Conservation Director and be responsible to the Commission for the execution of its policies. He shall, with the consent of the Commission, employ such assistants as are necessary to carry out the duties imposed on the Commission

STATE CONSERVATION COMMISSION

DUTIES AND RESPONSIBILITIES - (GENERAL)

1. Selection of director and senior employees.
2. Setting of compensation and retirement policies.
3. Delegation of authority to director for administrative action.
4. Adoption of programs and budgets.
5. Adoption of policies of broad significance and of reoccurring nature.
6. Checking on progress of the Department not only as to immediate results but also as to the discharge of its trusteeship responsibilities.
7. Approval of specific items as follows:
 - a. Expenditures for projects exceeding \$10,000.
 - b. Land acquisition and disposal.
 - c. Acceptance of gifts.
 - d. Departmental rules and regulations.
 - e. Administrative orders.
 - f. Development plans for state areas.
8. Determination of all actions by the Commission and not by members individually except when individual action is delegated by the Commission in executive session.

DIRECTOR STATE CONSERVATION COMMISSION

DUTIES AND RESPONSIBILITIES - (GENERAL)

1. Administration of the Department.
2. Checking programs for progress and compliance with Commission actions.
3. Bringing before the Commission all matters requiring Commission action or consideration with sufficient data and information and recommendations to enable the Commission to make sound decisions.
4. Requiring compliance of the Divisions with established policies of the Commission.
5. Coordinating activities of the Divisions.
6. Supervising the preparation of Division programs and budgets.
7. Supervise, by counseling with the Chiefs of Division and the Director of Personnel, the selection of Administrative personnel, and the assignment of their duties and responsibilities.

DUTIES OF DIRECTOR - CONTINUED

Execute for and on behalf of the Commission authority specifically granted as follows:

1. Grant permits and leases:
 - a. Permits for regattas and boat races.
 - b. Permits for field trails.
 - c. Permits for water ski shows, etc.
 - d. Permits for fireworks displays.
 - e. Concession contracts.
 - f. To set Conservation Officer examination dates and cut-off dates of Officer eligibility lists.
 - g. Minor agreements, leases, etc. requiring Director's signature.
 - h. Organized camping in state areas not having personnel in residence. (Boy Scouts, Girl Scouts, 4-H, Church and other groups).
 - i. Winter sports in parks.
 - j. Scientific collectors.
 - k. Sand and Gravel
 - l. Ice Harvesting.
 - m. Land.
2. Establish and disband game management areas on private land.

The duties and functions of all other personnel are as approved by the Director.

ADMINISTRATIVE ASSISTANT -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Aid the Director in planning and coordination of activities of the three Divisions and aid in appraising the Director of programs for progress and compliance with Commission actions.
- Note* 2. Act as liaison between the Director and other agencies as the work of such agencies relates to the activities of the Conservation Commission.
3. Read, analyze, assemble and inform the Director on all internal reports and publications coming to his office.
- Bills etc.* *Note* 4. Act as the personal representative of the Director at all official functions not attended by the Director, unless otherwise instructed.
5. Carry out specific assignments that may be given by the Director.
6. Submit reports to the Director as required.
7. Assist in preparing Commission agenda.
- Note* 8. In emergencies, serve as Acting Director in the absence of the Director until such time as formal action can be taken by the Commission.

PERSONNEL SECTION

SPECIFIC DUTIES

DIRECTOR OF PERSONNEL

DUTIES AND RESPONSIBILITIES

1. To receive orders from and be responsible to the Director Conservation Commission.
2. To make recommendations to and consult with the Director with regard to departmental personnel, departmental personnel rules, regulations and policies. To see that said rules, regulations and policies are complied with as adopted.
3. Be responsible for maintaining and keeping up to date a departmental table of organization and a departmental roster.
4. To supervise, process and keep a record of all job classifications, and salary increases both ingrade and longevity as well as vacation and sick leave.
5. To keep a detailed record of each employee and his employment history.
6. To interview prospective employees and make recommendations with regard to whether or not they should be hired.
7. To consult with individual employees or groups of employees with regard to working conditions, job status, salary increases, longevity, vacation and sick leave, etc.
8. To submit, on the proper forms, all necessary personnel matters to the State Personnel Director and State Comptroller for their approval or disapproval.
9. To see that all of the "State Personnel Rules and Regulations", as approved by the "Executive Council", are placed in effect and complied with.

STENOGRAPHER I - ONE POSITION

FOR DUTIES AND RESPONSIBILITIES SEE PAGE 67.

*any investigations
for employees?*

what are they?

SUPERVISOR II -- Suggested Title "Secretary to the Director Conservation Commission" -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Director Conservation Commission.
2. General Secretarial duties such as taking phone calls and messages, making appointments, assist in scheduling out-of-state travel arrangements, open mail, handle correspondence as dictated by the Director, and general filing.
3. Attend all Staff meetings to take notes and record items for Commission meeting Agenda.
4. Prepare Agenda for Commission meetings and mail Agendas and material submitted by the Staff on Agenda items to Commissioners prior to Commission meetings.
5. Attend Commission meetings to record minutes. Write up minutes and prepare copies for all Commissioners, Division Chiefs, and Sections Superintendents.
6. Type Commission minutes in permanent record books and keep an index file of minutes.
7. Assist members of the Commission in arranging travel accommodations, appointments, and correspondence, upon request.

PLANNING AND COORDINATION SECTION

SPECIFIC DUTIES

DIRECTOR OF PLANNING AND COORDINATION - *Member of Director's Staff*

DUTIES AND RESPONSIBILITIES

1. To receive orders from and be responsible to the Director Conservation Commission.
2. 1 Aid the Director in program planning as pertains to the over-all commission activities.
3. 2 Formulate, with the division chiefs and their section superintendents, long and short-range plans and programs in conjunction with the over-all commission objectives.
4. 3 Receive and evaluate all program recommendations to be submitted by the division chiefs. (Act as consultant to division chiefs and section superintendents.) 6
- * → 5. 4 Keep the Director and Commission informed of trends and conditions affecting the activities of the various divisions of the commission.
6. 5 See that each division has plans and programs which bolster the commission over-all plans and policies.
7. 7 Make special surveys and studies as requested by the Director.
8. Put into effect and be responsible for the operation of a project request - project assignment system of project control.

As Director of Planning & Coordination he is responsible for the formulating of long and short-range plans and projects consistent with the over-all policies and objectives of the commission and acts as project coordinator to ensure that all projects are executed according to approved plans and objectives.

CLERK III - ONE POSITION

FOR DUTIES AND RESPONSIBILITIES SEE PAGE 67.

CLERK I - ONE POSITION

FOR DUTIES AND RESPONSIBILITIES SEE PAGE 67.

CONSERVATION PLANNER - ONE POSITION - (ONE VACANCY)

DUTIES AND RESPONSIBILITIES

Assist in carrying out all the duties and responsibilities as listed for the Director.

COUNTY CONSERVATION ACTIVITIES SECTION

SPECIFIC DUTIES

DIRECTOR COUNTY CONSERVATION ACTIVITIES

DUTIES AND RESPONSIBILITIES

Coordinate the activities of all County Conservation Boards and act as liaison officer for the State Conservation Commission, which duties more specifically are as follows:

1. Meet with sponsoring groups attempting to establish a County Conservation Board; explaining the law, program, and what has been accomplished by other existing boards.
2. Meet with newly formed boards to explain the law, the board members' duties and responsibilities, conduction of surveys, and programing a sound conservation-recreation county system.
3. Continually consult with and advise County Conservation Boards as to programming of budgetary matters, acquiring land and development thereof, explanation of the law and importance of adhering to all requirements of said law, and public relations.
4. Inspect all project submittals for land acquisition and prepare a written report with recommendations for consideration and action by members of the State Conservation Commission.
5. Review and prepare report with recommendations on all development plans and programs of county submittals for consideration and action by members of the State Conservation Commission.
6. Handle all correspondence between the County Conservation Boards and the State Conservation Commission, including requests for assistance of specific Commission personnel, such as, foresters, biologists, game or fisheries, etc.
7. Disseminate information to County Conservation Boards, such as, conservation publications, changes in the County Conservation law by legislative action, Attorney General opinions on the County Conservation law, national and local conservation organizations the boards could participate in, and notification of the annual meetings of these various conservation organizations.
8. Keep and maintain adequate files on all County Conservation projects.

9. Make annual or biannual reports and any requested reports covering County Conservation Activities.

COUNTY CONSERVATION BOARD COORDINATOR

DUTIES AND RESPONSIBILITIES (General)

Assist in carrying out all the duties and responsibilities as listed for the Director.

O R G A N I Z A T I O N

The organization of the Conservation Commission is divided into three Divisions as set out by law.

An organizational chart is included herein on page 68.

THE THREE DIVISIONS
OF THE
CONSERVATION COMMISSION

THE DIVISION OF FISH AND GAME

THE DIVISION OF LANDS AND WATERS

THE DIVISION OF ADMINISTRATION

General Statement

In addition to the duties listed, each and every employee may be assigned to other duties. These duties may be in the nature of a change in work responsibilities, or they may be additional duties or duties of any nature whatsoever in connection with the work of the State Conservation Commission. All duties, regardless of their nature, shall be discharged with dispatch. Work orders or assignments may emanate from any person in a supervisory position in the direct chain of authority as outlined on the organization chart; and each employee shall carry out his work in conformity with his last instructions received from a superior.

The following list of duties and responsibilities does not indicate programs or specific assignments. Each operating Section and Division has its work program. The following duties are set out to show the basic structure of the entire organization and shows the general area of responsibility of each individual.

DIVISION OF FISH AND GAME

CHIEF OF DIVISION

The Division is headed by a Division Chief who is responsible to the Director for all the functions of the Division. He supervises and coordinates all activities of the employees in the various work sections of the Division. All matters pertaining to the work of the Division comes to and are handled through the Chief of the Division.

DUTIES AND RESPONSIBILITIES

1. Receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of the Division. He shall submit progress and/or special reports to the Director as required.
2. Make recommendations to the Director for the improvement of the Division.
3. Submit to the Director all matters in the Division requiring Commission attention, together with his recommendations for action.
4. Approve the expenditures of all funds within the Division except routine claims which may be approved by the Superintendent of a Section.
5. Keep apprised of the progress of all cooperative research work and make recommendations to the Director concerning its scope, functions and the application of the findings.
6. Grant such permits for use of state-owned lands as may be authorized by the Director.
7. Present all necessary items pertaining to the Division to the Commission at regular meetings.

DIVISION OF FISH AND GAME CON'T.

The work of the Division of Fish and Game is divided into the following Sections:

Fisheries
Game
Biology
Federal Aid
Conservation Officers

The Fisheries, Game, Biology and Federal Aid Sections are headed by a Section Superintendent who is responsible to the Chief of the Division. All matters pertaining to the work of each Section shall come to and are handled through the Superintendent.

SECTION SUPERINTENDENTS

GENERAL DUTIES

1. To receive orders from, and be responsible to the Chief of Division.
2. Make recommendations to the Division Chief, for the improvement of the section and submit progress and/or special reports as required.
3. Counsel with and make recommendations to the Division Chief and the Director of Personnel on personnel matters within the section.
4. Submit to the Division Chief all matters in his Section requiring Commission attention, together with his recommendations.
5. Have general supervision over the employees of the Section.
6. Approve the expenditures of all funds within the Section.
7. Maintain adequate records for use in current operations and for future planning.
8. Be responsible for the formulation, planning and direction of an effective management program for public and private Lands and Waters where required.
9. To be responsible for planning and executing:
 - A. A development plan on state-owned lands and waters assigned to the Section.
 - B. A maintenance program for state-owned lands and waters assigned to the Section.
 - C. A habitat improvement program on state-owned Lands and Waters assigned to the Section.
 - D. Acquisition programs as required.
10. Coordinate work programs and assignments of all personnel in the Section.
11. To coordinate the activities of the Section with other Commission sections, and governmental bodies as required or directed.

ASSISTANT SECTION SUPERINTENDENTS

GENERAL DUTIES

1. Receive orders from and be responsible to the Superintendent of Section.
2. To act in the capacity of the Superintendent during his absence from the Central Office, or as assigned.
3. To be responsible for planning and directing field management operations and programs as required.
4. To be responsible for the preparation of required reports, technical papers and documents.

FISHERIES SECTION

SPECIFIC DUTIES

SUPERINTENDENT AND ASSISTANT

- (a) For general duties refer to pages 14 & 15.

SUPERVISOR III - Suggested Title -- District Fisheries Manager 4 positions

DISTRICT I
DISTRICT II
DISTRICT III
DISTRICT IV

DUTIES AND RESPONSIBILITIES - (GENERAL)

1. Receive orders from, and be responsible to the Office of Superintendent of Fisheries.
2. Supervise and direct fisheries personnel assigned to his district.
3. Plan and develop and execute, district fish management program and coordinate the activities of the stations of the district.
4. Be responsible for acquisition development and/or maintenance for state-owned, state controlled, grounds, property, structures, or other assigned facilities.
5. To be responsible for acquisition and maintenance of adequate equipment and supplies.
6. Cooperate with, and assist other Commission units, or, other governmental agencies, as directed by proper authority.
7. Submit required reports to the Office of the Superintendent of Fisheries, or other State offices as required.

SUPERVISOR I -- Suggested Title (Fish Culturist - Fish Manager) -- Ten Positions

	(Classification)	(Location)
IN DISTRICT I:	Three Supervisor I's	Spirit Lake Clear Lake Humboldt
IN DISTRICT II:	Five Supervisor I's	Big Spring Backbone Decorah Lansing MacBride
IN DISTRICT III:	Two Supervisor I's	Lake Wapello Mt. Ayr

DUTIES AND RESPONSIBILITIES

1. Receive orders from, and be responsible to District Fisheries Manager (Supervisor III).
2. Supervision and direction of hatchery or station personnel.
3. To assist in planning and execution of an effective fisheries program.
 - A. To be responsible for the operation of the fish hatchery or fisheries management stations, including adequate building, grounds and equipment maintenance.
 - B. To be responsible for fish rearing, distribution and stocking.
 - C. To be responsible for field fish management work, including species control, rough fish control and habitat improvements and miscellaneous fisheries management and investigations.
4. To keep informed regarding current fish cultural and management techniques.
5. To keep informed of Commission policy and programs.
6. Assist in planning, development and use of exhibits, aquariums or other facilities to stimulate public interest and understanding of fisheries management and other Commission programs.
7. Keep adequate records and submit reports as required.

FOREMAN I - FIFTEEN POSITIONS

FISH HATCHERIES OR MANAGEMENT STATIONS

	(Classification)	(Location)
IN DISTRICT I:	Nine - Foreman I's	Seven - Spirit Lake One - Lake View Station One - Clear Lake
IN DISTRICT II:	Four - Foreman I's	Lansing Hatchery Decorah Hatchery Big Spring Sabula Hatchery
IN DISTRICT III:	Two - Foreman I's	Lake Wapello Hatchery Wilson Island Station

DUTIES AND RESPONSIBILITIES

1. Receive and carry out orders from District Fisheries Manager or Fish Culturist.
2. Supervise laborers assigned to him.
3. Keep adequate records and submit reports on work completed.
4. Make recommendations for fisheries operations, management and planning.

Four of the foremen listed above have specific assignments to maintain public fishing access areas in addition to fish management duties.

One foreman, is assigned certain construction, building repairs or remodeling. He is a specialist in planning construction and maintenance of fisheries structures. He is also called upon for repairs and other miscellaneous work for other sections and divisions of the Conservation Commission.

LABORER III - Some of the men listed as laborers herein are specialists, and should have more descriptive titles. THIRTY ONE POSITIONS.

FISH HATCHERIES OR MANAGEMENT STATIONS

	(Classification)	(Location)
IN DISTRICT I:	Nineteen Laborer III's	Fifteen - Spirit Lake Three - Lake View One - Clear Lake
IN DISTRICT II:	Eight Laborer III's	Three - Lansing Hatchery Two - Decorah Hatchery Two - Backbone Hatchery One - Big Springs
IN DISTRICT III:	Four Laborer III's	Two - Wapello Hatchery One - Mt. Ayr Hatchery One - Wilson Island

DUTIES AND RESPONSIBILITIES.

1. Receive and carry out orders from Fish Culturist or Fisheries foreman.
2. Assist in fish cultural, species control, and other fish management operations.
3. Fish distribution as assigned.
4. Equipment, fish management buildings, structures, grounds and public access area maintenance as assigned.

STENOGRAPHER II - ONE POSITION - (Located at Spirit Lake Fish Hatchery)

DUTIES AND RESPONSIBILITIES

1. To be responsible to and take orders from the District Fisheries Manager.
2. To be responsible for the following educational and public relations functions at the Spirit Lake Fish Hatchery & Exhibit Station:
 - a. Act as a receptionist and dispense printed material and/or provide information regarding activities and programs of the State Conservation Commission.
 - b. Operate switchboard and direct inquires, or requests to the proper Fish and Game, Lands and Waters, or Administration Division personnel.
 - c. Operate projection equipment, to provide snychronized sound-slide programs for routine hatchery visitors.
3. Be responsible for typing and routine reports as required.

STENOGRAPHER I - ONE POSITION

FOR DUTIES AND RESPONSIBILITIES OF STENOGRAPHERS SEE PAGE 67.

GAME SECTION

SPECIFIC DUTIES

SUPERINTENDENT AND ASSISTANT

(a) For general duties refer to pages 14 & 15

SUPERVISOR III -- Suggested Title (District Game Manager) -- Three Positions

District #1) No specific town is assigned
District #2) as a station or headquarters.
District #3)

DUTIES AND RESPONSIBILITIES

1. Receive directives from and be responsible to the Supt. of Game for District Game Management.
2. Correlate and carry out the District Game programs.
3. Make recommendations to the Section Superintendent for game program improvements.
4. Direct District surveys and investigations as ordered by the Section Superintendent.
5. Supervise all Game Section personnel - and other personnel assigned to the Game Section in his district.
6. Be responsible for all district Game Section equipment.
7. Be responsible for development and/or maintenance of state-controlled grounds, property, structures and other facilities as assigned.
8. Superintend all cooperative Farm Agreements on State controlled lands assigned to him.
9. Supervise the game bird rearing and stocking program in his district, and be responsible for the control of nuisance animals.
10. Cooperate with other sections of the Conservation Commission in his district in the planning and execution of development programs on state-owned lands assigned to him.
11. Be responsible for District Game public relations information.
12. Cooperate with other agencies and groups in the formulation and direction of Game Management programing.

13. Submit required reports to the Section Superintendent covering activities and accomplishments of the Game program in his district.
14. Be responsible for submitting a District Game Management Program yearly, including the budgeting for its operation.

See map on page 26 for boundaries of each district.

SUPERVISOR III -- Suggested Title (State Research & Exhibit Area Supervisor)
One Position

DUTIES AND RESPONSIBILITIES

1. Receive directives from and be responsible to the Supt. of Game for the operation of the Game Farm.
2. Have complete charge of the operation of the Game Farm, including personnel and equipment.
3. Make recommendations to the Section Superintendent for Game Farm program improvement.
4. Be responsible for all Game Farm grounds, property, structures, buildings, and other facilities as assigned.
5. Keep and care for such birds and animals as may be assigned to him.
6. Be responsible for experimental bird and mammal projects as assigned.
7. Be responsible for Game Farm Public Relations information.
8. Cooperate with other agencies, groups, and departmental personnel in the scope of Game Farm Management.
9. Submit required reports to the Section Superintendent covering activities and accomplishments of the Game Farm.
10. Be responsible for submitting a yearly Game Farm Program, including the budgeting for the operation.

SUPERVISOR I -- Suggested Title (Unit Game Managers) -- Nine Positions

DUTIES AND RESPONSIBILITIES

1. Receive directives from and be responsible to the District Game Manager to whom he is assigned, for the management of his Game Management Unit and assigned territory.
2. Plan and carry out development and/or maintenance activities on the management unit.
3. Plan and carry out the development of wildlife habitat on privately owned land in his assigned territory.
4. Make recommendations to the District Game Manager for game program improvement.
5. Carry out surveys and investigations as directed by the District Manager.
6. Supervise the workmen under his direction.
7. Be responsible to the District Manager for all unit capital improvements, property, equipment and other facilities of the Unit.
8. Negotiate and superintend all farm agreements on State controlled lands assigned to him.

See map on page 26 for boundaries of each unit.

FOREMAN I -- Suggested Title (Game Foreman) -- Seven Positions

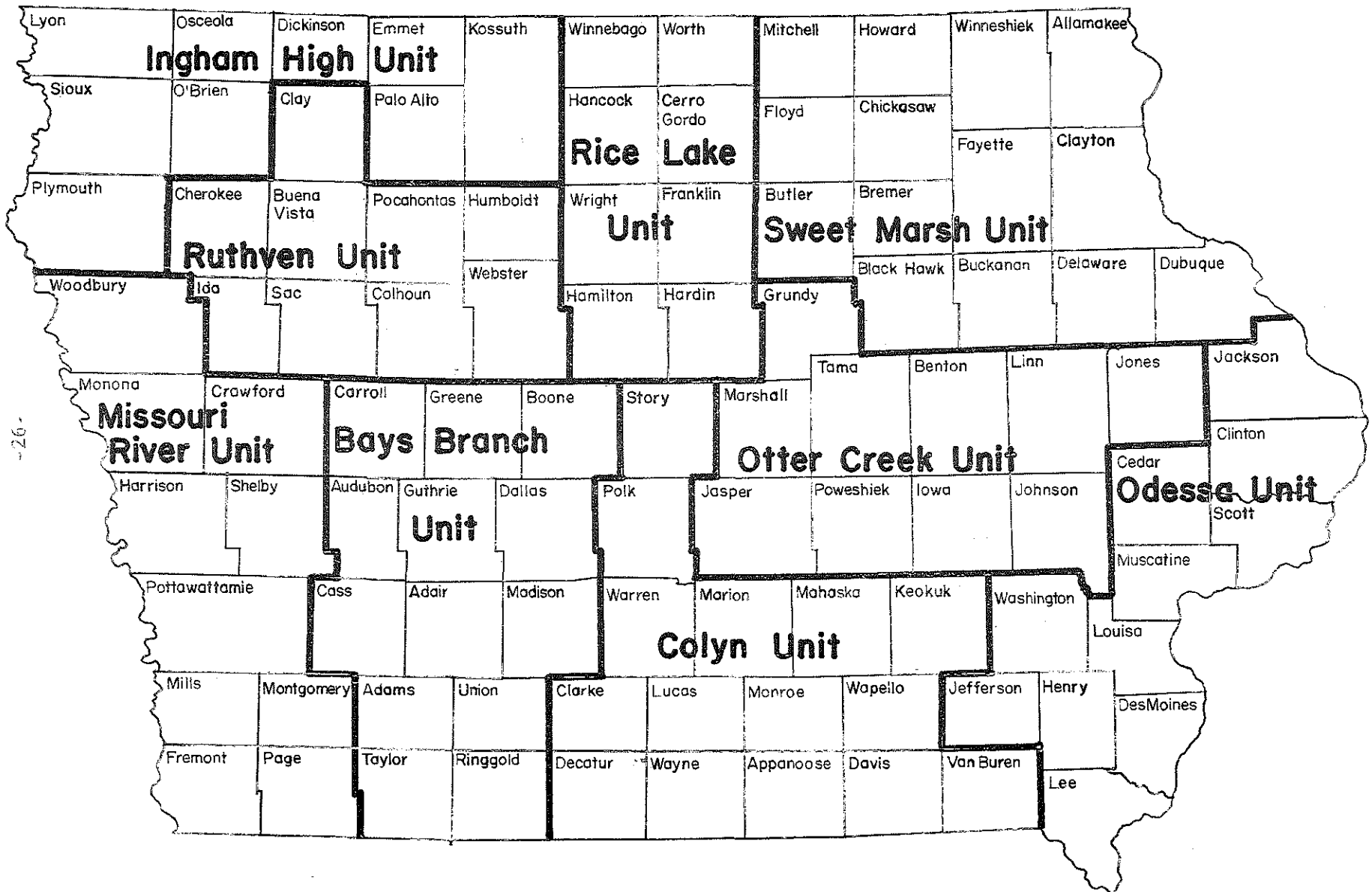
DUTIES AND RESPONSIBILITIES

1. Receive directions from and be responsible to the District or Unit Game Manager.
2. Be responsible for all development and/or maintenance of the areas assigned to him.
3. Be responsible for all equipment assigned to the District or Unit.
4. Supervise the workmen assigned to him.
5. Keep records of the work accomplished under his direction.
6. Make suggestions to the supervisor for improvement in areas assigned to him.

LABORER III -- Thirteen Positions

DUTIES AND RESPONSIBILITIES

1. Be responsible to and carry out the various work activities as set out by his immediate supervisor.



BIOLOGY SECTION

SPECIFIC DUTIES

SUPERINTENDENT AND ASSISTANT SUPERINTENDENT

- (a) For general duties refer to page 14 & 15.

BIOLOGIST I - (TWO POSITIONS)

BIOLOGIST II - (ELEVEN POSITIONS)

DUTIES AND RESPONSIBILITIES (GENERAL)

1. Assist Section Superintendent and Assistant Superintendent in planning and directing a comprehensive biological program as it applies to the specific area or assignment.
2. Conduct population surveys and harvest inventories of fish and game species as assigned.
3. Conduct research projects and other special biological investigations as directed.
4. Prepare management recommendations based upon biological information obtained and submit to Superintendent.
5. Assemble and analyze biological data obtained and prepare written reports and publications as directed.
6. Supervise Biologist Aids and other assigned personnel.
7. Receive orders from and be responsible to Section Superintendent and Assist Superintendent.
8. Cooperate with other Biologists on various projects as assigned.

MINIMUM REQUIREMENTS:

BIOLOGISTS I - B. A. OR B. S. Degree in Biological Sciences, preferably in Fish and/or Wildlife Management.

BIOLOGIST II - B. A. OR B. S. Degree as above plus 3 years experience.

M. A. OR M. S. Degree in Fish and/or Wildlife Management.

BIOLOGISTS AIDS -- Suggested Title -- Laborer III -- (Nine Positions)

DUTIES AND RESPONSIBILITIES (GENERAL)

1. Receive orders from and be responsible to the Biologist to whom he is assigned.
2. Assist the Biologist in carrying out all phases of field work--including population surveys, harvest inventories, research projects, special investigations, and other studies.
3. Assist the Biologist in clerical aspects of assembling and analyzing biological data.

LABORER III - (One Position)

DUTIES AND RESPONSIBILITIES

The same as Biologist Aids

FEDERAL AID SECTION

SPECIFIC DUTIES

SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

1. Receive orders and directives from the Chief of the Division of Fish and Game.
2. Be responsible for selecting, planning, and directing the Pittman-Robertson and Dingell-Johnson programs.
3. Be responsible for planning and executing land acquisition, development, research or any other programs assigned to the Federal Aid Section.
4. Coordinate work and assignments of all personnel in the Federal Aid Section.
5. Submit reports to the Division Chief on activities and accomplishments as required.
6. Approve the expenditures of all funds within the Section.
7. Maintain adequate records for use in current operations and for future planning.

ASSISTANT SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Section Superintendent.
2. Be responsible for the preparation of required documents.
3. Be responsible for location, investigation, acquisition and initial development of fish and wildlife restoration projects as directed.
4. Cooperate with the District Fish and Game Managers on projects where Federal Aid Funds are used.
5. Submit reports to the Section Superintendent on activities and accomplishments as required.

STENOGRAPHER III

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Section Superintendent.
2. Be responsible for the preparation of required documents and all vouchers as directed.
3. Be responsible for all files maintained by the Federal Aid Section.
4. Be responsible for all stenographic work as required by the section.
5. Cooperate with the Federal Aid Auditors twice annually in preparing completed projects for final auditing by Bureau of Sport Fisheries and Wildlife.

LAW ENFORCEMENT SECTION

SPECIFIC DUTIES

SUPERINTENDENT OF LAW ENFORCEMENT AND AIR PILOT, AND ASSISTANT

DUTIES AND RESPONSIBILITIES

- (a) For general duties refer to pages 14 & 15.

The Enforcement Section Superintendent, in addition to the applicable general duties listed, shall act as commission pilot and be responsible for:

1. Scheduling, operation and budgeting of the Commission aircraft as required in carrying out department activities.
2. Maintain departmental records and reports of airplane operations.
3. Be responsible for maintenance of aircraft and aircraft records in compliance with current Federal Air Regulation directives.

SUPERVISOR III -- Suggested Title (District Officer Supervisor) --
Four Positions

- District #1) No specific town is assigned
District #2) as a headquarters. See page
District #3) 35 for map of districts.
District #4)

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Law Enforcement.
2. Have direct supervision of officers assigned to him; maintain regular and frequent personal contact with all officers in his district.
3. Make recommendations to the Section Superintendent for improvement of officers field operations and programs.
4. Assist in the instruction and training of newly appointed officers, and carry out semi-annual rating of officers in his district.
5. Be responsible for the record, condition and orderly replacement of equipment assigned to officers in his district.

LAW ENFORCEMENT SECTION - SPECIFIC DUTIES -- CONTINUED

6. Cooperate with other sections in carrying out activities that effect Fish and Game Officers programs.
7. Submit required reports to the Section Superintendent covering activities and accomplishments in his district.

CONSERVATION OFFICER -- Suggested Title (Hunter Safety and Training Officer)
One Position. Station: Des Moines

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Law Enforcement for hunter safety and officer training activities.
2. Be responsible for planning and execution of the state-wide hunter safety training program.
3. Make recommendations to the Section Superintendent for improvement of the programs under his direction.
4. Maintain necessary records of hunter safety activity and submit required reports.
5. In cooperation with supervisors and staff, develop and improve officer training program.
6. In addition to the above he has all the duties of a Conservation Officer.

CONSERVATION OFFICERS -- 62 Positions:

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the district officer supervisor in the district to which he is assigned.
2. Be responsible for the enforcement of all laws and regulations under the jurisdiction of the Conservation Commission.
3. Carry out a sound conservation public relation and education program with the general public and with organizations in his assigned territory.
4. Cooperate with other sections of the division in carrying out fish and game management practices and surveys on public and private lands and waters as directed by the district officer supervisor.
5. Submit required reports covering activities and accomplishments in his territory and special assignments.

LAW ENFORCEMENT SECTION - SPECIFIC DUTIES -- CONTINUED

The degree of success with which the Conservation Commission's programs are accepted by the public depend to a great extent upon the effectiveness of the conservation officer in the field. The officer's understanding of the Commission's basic policies and his ability to analyze local problems, interpret them in terms of Commission policy and express them to the people of the community form the foundation for the Commission's activities.

Officer Territories

Boone and Story Counties
Carroll and Greene Counties
Monona and Crawford Counties
Woodbury County
Ida and Sac Counties
Calhoun and Webster Counties
Pocahontas and Humbolt Counties

Buena Vista and Cherokee Counties
Plymouth and Sioux Counties
Clay and O'Brien Counties
Palo Alto and S. Kossuth Counties
Emmet and N. Kossuth Counties
Dickinson County
Lyon and Osceola Counties

District #2 - No assigned station.

Officer Territories

Winnebago and Worth Counties
Mitchell and Floyd Counties
Howard and Winneshiek Counties
Allamakee County
Hancock and Wright Counties
Cerro Gordo County
Franklin and Butler Counties
Hamilton and Hardin Counties

Marshall and Grundy Counties
Black Hawk County
Chickasaw and Bremer Counties
Fayette County
Clayton County
Buchanan and Delaware Counties
Dubuque County

District #3 - No assigned station.

Officer Territories

Harrison and Shelby Counties
Pottawattamie County
Mills and Montgomery Counties
Fremont and Page Counties
Adams and Taylor Counties
Cass and Audubon Counties
Guthrie and Adair Counties
Dallas and Madison Counties

Polk County
Warren and Marion Counties
Union and Ringgold Counties
Clarke and Decatur Counties
Lucas and Wayne Counties
Monroe and Appanoose Counties

LAW ENFORCEMENT SECTION - SPECIFIC DUTIES -- CONTINUED

District #4 - No assigned station.

Officer Territories

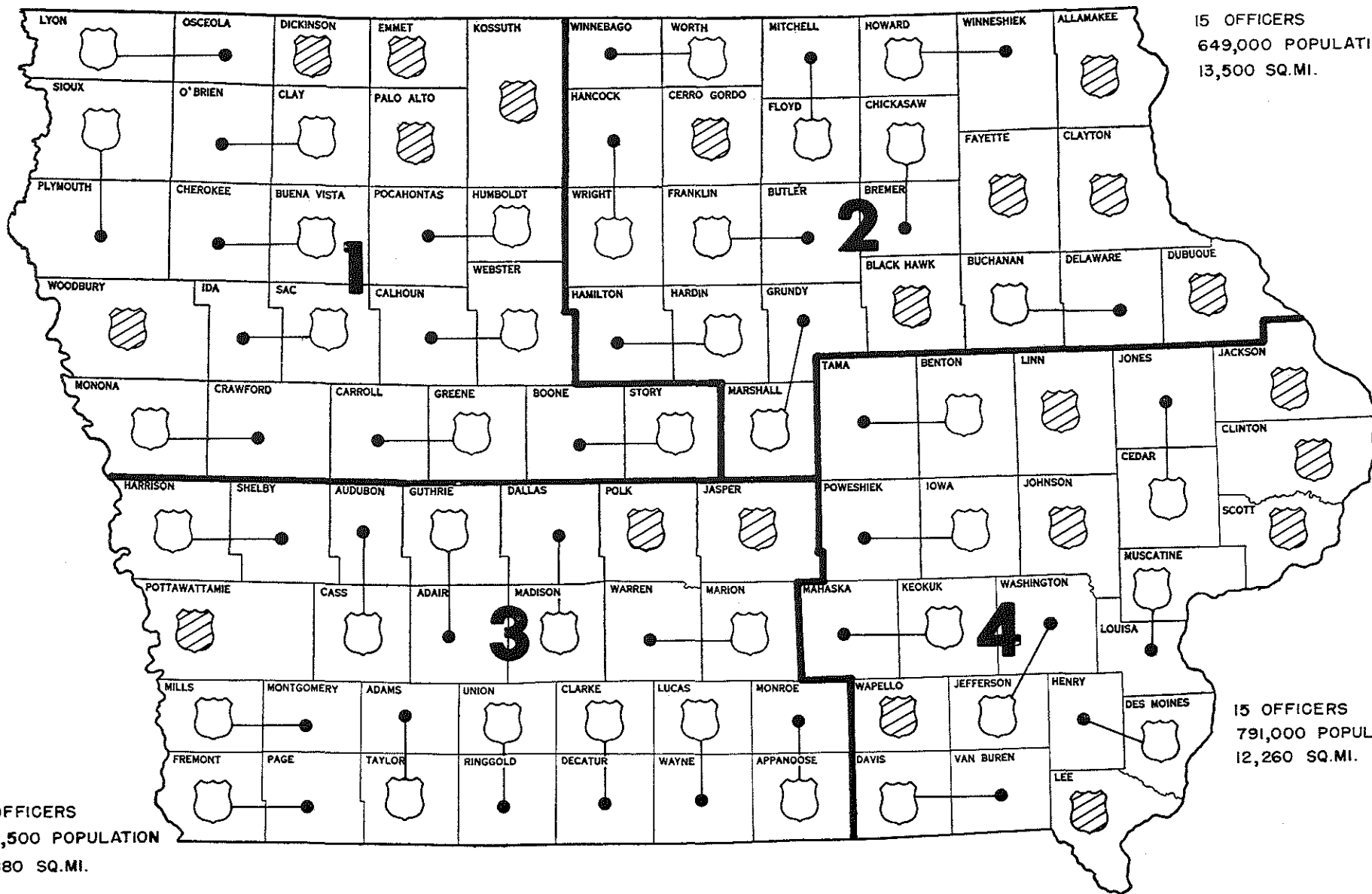
Tama and Benton Counties
Linn County
Jones and Cedar Counties
Jackson County
Clinton County
Muscatine and Louisa Counties
Jasper and Poweshiek Counties
Iowa and Johnson Counties

Mahaska and Keokuk Counties
Wapello County
Washington and Jefferson Counties
Davis and Van Buren Counties
Henry and Des Moines Counties
Lee County
Scott County

15 OFFICERS
597,500 POPULATION
15,000 SQ.MI.

LAW ENFORCEMENT DISTRICTS

15 OFFICERS
649,000 POPULATION
13,500 SQ.MI.



15 OFFICERS
730,500 POPULATION
14,880 SQ.MI.

15 OFFICERS
791,000 POPULATION
12,260 SQ.MI.

 - ONE COUNTY ASSIGNMENT

 - TWO COUNTY ASSIGNMENT

NOTE

15 Officers Per District.

DIVISION OF LANDS AND WATERS

CHIEF OF DIVISION

The division is headed by a Division Chief who is responsible to the Director for all the functions of the Division. He supervises and coordinates all activities of employees in the various work sections of the Division. All matters pertaining to the work of the Division comes to and are handled through the Chief of the Division.

DUTIES AND RESPONSIBILITIES

1. Receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of the Division. He shall submit progress and/or special reports to the Director as required.
2. Make recommendations to the Director for the improvement of the Division.
3. Submit to the Director all matters in the Division requiring Commission attention, together with his recommendations for action.
4. Approve the expenditures of all funds within the Division.
5. Keep appraised of the progress of all cooperative research work and make recommendations to the Director concerning its scope, functions and the application of the findings.
6. Grant such permits for use of state-owned lands as may be authorized by the Director

The work of the Division of Lands and Waters is divided into the following Sections:

Parks
Waters
Forestry

Each of these Sections is headed by a Superintendent who is responsible to the Chief of the Division. All matters pertaining to the work of each Section shall come to and are handled through the Superintendent.

PARK SECTION

SPECIFIC DUTIES

SUPERINTENDENT AND ASSISTANT

- (a) For general duties refer to pages 14 & 15.

SUPERVISOR II -- Suggested Title (District Park Supervisor) -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Section Superintendent.
2. Have general supervision of personnel assigned to him.
3. Adequately train all newly employed Park Officers.
4. Make recommendations to the Section Superintendent for improvements in the park program.
5. Supervise the maintenance of buildings, grounds facilities, and equipment on the parks in his section (district) and on recommendations from the Section Superintendent, any park or district in the State.
6. Negotiate and supervise all concession and land use contracts.
7. Supervise the weed and tree control program and all plantings, thinnings, and construction on the park areas in his district or on a state-wide basis as recommended by the Section Superintendent.
8. Be responsible for a record on, the condition of, and an organized replacement of all park and office equipment and supplies in his district.
9. Be in close contact with all Park Officers and Park Caretakers in his District and be available to them when problems arise in their area.
10. Be responsible for the proper distribution of supplies in park areas in his district.
11. Carry out a conservation public relations and educational program with the general public and organizations in his assigned district or as requested by the Section Superintendent.

PARK SECTION CONTINUED

12. Assist Park Officers and Caretakers in carrying out a conservation public relations and educational program with the general public and organizations in his district.
13. Maintain contact with the district officer supervisors of the Division of Fish and Game to coordinate enforcement activities.
14. Visit each park area in his district as he sees fit at which time he will make out an on-the-spot report of the condition of the park area and in areas where work is being needed a work list will accompany this report with one copy being left with the officer or caretaker, one copy being mailed to the Central Office, and one copy maintained by the Supervisor.
15. Submit required reports to the Section Superintendent covering activities and accomplishments in his district.
16. Keep a daily diary on work accomplished and activities performed.
17. Submit a weekly itinerary to the Central Office.
18. Resume any other responsibilities pertaining to the state-wide activities of the Park Section as requested by the Section Superintendent.

CONSERVATION OFFICER -- PARKS -- THIRTY - EIGHT POSITIONS

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the District Park Supervisor to whom he is assigned.
2. Have supervision over all personnel assigned to him.
3. Make recommendations to the District Park Supervisor for the improvement of his assigned park or area.
4. Be responsible for the maintenance of buildings, grounds, facilities, and equipment on the park area or areas assigned to him.
5. Be responsible for the enforcement of navigation and other laws dealing with parks and in cooperation with the conservation officers of the Division of Fish and Game, Enforcement of all conservation laws.
6. Carry out a conservation public relations and educational program with the general public and organization in his assigned area or as designated by his superiors.
7. Submit reports as required, with one copy going to the District Supervisor, and one copy to the Central Office, and in the case of all monthly reports mail to the Central Office prior to the 5th of each month.
8. Submit requested reports covering special assignment and showing his activities and accomplishments.
9. Collect fees as it relates to cabins, camping, lodges, wood, and etc. and be responsible for same.
10. Keep daily diary of work accomplished and activities performed.
11. Resume any other responsibilities pertaining to the state-wide activities of the Park Section as requested by the Section Superintendent.

PARK CARETAKER I -- NINE POSITIONS
PARK CARETAKER II -- SIX POSITIONS

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Park Conservation Officer to whom he is assigned.
2. Assist the Park Conservation Officer in his duties as outlined.

The Park Caretakers I & II duties are the same as Conservation Officers except that they have no law enforcement duties.

SHOP MANAGER -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to Superintendent of Parks Section.
2. Be responsible for the construction and repair of all park equipment as assigned.
3. Be in charge of the work shop at Lake MacBride.
4. Submit reports as required.

SUPERVISOR II -- PRISON LABOR -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Parks.
2. Coordinate the Prison Labor Program as it relates to the Conservation Commission activities.
3. Make recommendations to the Section Superintendent for improvements in the program.
4. Keep Daily diary on work accomplished and activities performed.
5. Submit required reports covering his activities and accomplishments.

FOREMAN II -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to their immediate supervisor.
2. Supervise the workmen assigned to him.

WATERS SECTION

SPECIFIC DUTIES

SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

1. To receive orders from, and be responsible to the Chief of Division.
2. Make recommendations to the Division Chief, for the improvement of the section and submit progress and/or special reports as required.
3. Counsel with and make recommendations to the Division Chief on personnel matters within the section.
4. Submit to the Division Chief all matters in his Section requiring Commission attention, together with his recommendations.
5. Have general supervision over the employees of the Section.
6. Approve the expenditures of all funds within the Section.
7. Maintain adequate records for use in current operations and for future planning.
8. Be responsible for the formulation, planning and direction of an effective management program for public and private Lands and Waters where required.
9. To be responsible for planning and executing:
 - A. A development plan on state-owned lands and waters assigned to the Section.
 - B. A maintenance program for state-owned lands and waters assigned to the Section.
10. Coordinate the activities of the Section with other Commission sections, and governmental bodies as required or directed.
11. Coordinate work programs and assignments of all personnel in the section.

SUPERVISOR II -- TWO POSITIONS

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Supt. of Waters.
2. Supervise acquisition and development of accesses to river, including boat, park, hunting, fishing, and primitive areas.
3. Act as liaison between the State Conservation Commission and all agencies of related interest to the country, state, and federal governments.
4. Supervise personnel assigned to him (1-5) for both the development of areas and enforcement of navigation laws.
5. Make recommendations for acquisition and development of access areas and for the improvement of his program.
6. Be responsible for all equipment assigned to him.
7. Submit required reports covering special assignments, his activities, and accomplishments.

ENGINEER AID V -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Supt. of Waters.
2. Be responsible for planning, execution and supervision of erosion control work on artificial lake watersheds and shorelines of natural and artificial lakes.
3. Supervise all personnel assigned to him (at present none assigned.)
4. Make recommendations for the improvement of his program.
5. Carry out a public relations and educational program with the general public and organizations in relation to soil erosion problems, particularly as these problems affect state owned lakes.
6. Work in close cooperation with the Soil Conservation Service and all other soil conservation agencies.
7. Submit required reports covering his activities and accomplishments.

SUPERVISOR III -- SUPERVISOR OF WATER SAFETY -- SAND & GRAVEL -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Supt. of Waters.
2. Be responsible for the Water Safety Program including inspection of commercial and private boats, hiring and placement of part time Water Safety Officers, and the enforcement of Water Safety Regulations. During the summer months he will be responsible for the supervision of 20 Water Safety Officers.
3. Carry out a water safety public relations and educational program with the general public and organizations within the state.
4. Inspect, according to Law, for the issuance of permits for the removal of natural materilas, such as sand and gravel, from state owned waters.
5. Make field inspection and make recommendations on applications for dock and other construction permits on lands and waters assigned to the Division of Lands and Waters.
6. Make recommendations for the improvement of his assigned program.
7. Submit frequent reports covering special assignments, his acitivities, and accomplishments.

CONSERVATION OFFICER -- TWO POSITIONS

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Supervisor of Water Safety and Sand and Gravel.
2. Be responsible for the enforcement of navigation laws on the areas assigned and in cooperation with other Conservation Officers, the enforcement of all Conservation Laws.
3. Carry out a water safety public relations and educational program with the general public and organizations in his assigned areas.
4. Supervise the personnel assigned to him (up to five).
5. Be responsible for the nautical equipment assigned to him.
6. Submit required reports covering special assignments, his activities, and accomplishments.

FOREMAN II -- Suggested Title -- (WATER SAFETY OFFICERS) -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Supervisor of Water Safety and Sand and Gravel.
2. Be responsible for the enforcement of navigation laws on areas assigned.
3. Supervise the personnel assigned to him (one to five).
4. Be responsible for the nautical equipment assigned to him.
5. Submit required reports covering special assignments, his activities, and accomplishments.

FORESTRY SECTION

SPECIFIC DUTIES

STATE FORESTER -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. To receive orders from, and be responsible to the Chief of Division.
2. To direct and carry out the Cooperative Forest Management Program, statewide, as agreed to by the U. S. Forest Service and the Conservation Commission.
3. To direct and carry out the Cooperative Fire Protection Program, statewide, as agreed to by the U. S. Forest Service and the Conservation Commission. To provide for control of wild grass, marsh and woodland fires as directed by the Code of Iowa.
4. Counsel with and make recommendations to the Division Chief on personnel matters in the section.
5. Submit to the Division Chief all matters in the section requiring Commission attention, together with his recommendation.
6. Have general supervision over the employees of the section and their training program.
7. Prepare the section budget for the Commission and U. S. Forest Service approval and approve expenditures of all funds in the Section.
8. Maintain adequate records of current operations for future planning and review by the Commission and U. S. Forest Service personnel.
9. To be responsible for planning and executing:
 - A. A development plan on State owned lands assigned to the Section.
 - B. A maintenance program for State owned lands assigned to the section.
10. Coordinate the activities of the Section with other Commission Sections, and governmental bodies. Serve as U. S. Forest Service Representative on federal committees and panels in Iowa as requested.
11. Coordinate work programs and assignments of all personnel in the Section.
12. Administer the Iowa Forest Reservation Act and other statutory provisions pertaining to Forestry.

ASSISTANT STATE FORESTER -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. To receive orders and assignments from, and be responsible to the State Forester.
2. Supervise, as directed, the cooperative forest management program, forest management and multiple use program on state lands, watershed program and forestry aspects of agricultural activities on a state wide basis.
3. Assist in the development of Section budgets and training programs.
4. Conduct, as required, such inspections and studies to keep abreast of the work accomplishments of district foresters.
5. Submit such reports as necessary to the State Forester to keep him aware of Section programs and personnel.
6. Represent the State Forester, as directed, at meetings, boards, and before other groups. Represent the U. S. Forest Service in Iowa when requested.
7. Cooperate with all other sections of the Commission in carrying out programs.
8. Make recommendations and assist in the planning to improve Section programs.

FORESTER I -- THREE POSITIONS

DUTIES AND RESPONSIBILITIES

1. To be responsible to and receive orders from the State Forester and Assistant State Forester.
2. Under supervision to have charge of a cooperative forest management district, state forest, or comparable unit.
3. To be responsible for organizing, training, and supervising all personnel assigned to his district, forest, or unit.
4. Be responsible for all equipment assigned to him and approve expenditures for unit.
5. Depending on assignment, carry out a program to meet the technical standards as set forth by the Commission and U. S. Forest Service.
6. Keep adequate records and submit all reports covering accomplishments, assignments and other activities as directed.
7. Serve as Commission and U. S. Forest Service representative on County Committees, panels and other groups to represent forestry.
8. Carry out an active fire prevention and suppression program. Be available for emergency fire duty as needed.
9. Cooperate with other Sections of the Commission and other agencies of government involved in forestry activities.

FORESTER II -- TEN POSITIONS

DUTIES AND RESPONSIBILITIES

1. To be responsible to and receive orders from the State Forester and Assistant State Forester.
2. Under supervision to have charge of a cooperative forest management district, state forest, or comparable unit.
3. To be responsible for organizing, training, and supervising all personnel assigned to his district, forest, or unit.
4. Be responsible for all equipment assigned to him and approve expenditures for unit.
5. Depending on assignment, carry out a program to meet the technical standards as set forth by the Commission and U. S. Forest Service.
6. Keep adequate records and submit all reports covering accomplishments, assignments and other activities as directed.
7. Serve as Commission and U. S. Forest Service representative on County Committees, panels and other groups to represent forestry.
8. Carry out active fire prevention and suppression program. Be available for emergency fire duty as needed.
9. Cooperate with other Sections of the Commission and other agencies of government involved in forestry activities.
10. Supervise all forest nursery activities. Make required reports and approve nursery expenditures.
11. Serve as instructor for Section training programs, as directed, and give new forest personnel on the job training in assigned district, state forest or comparable unit.

FOREMAN II -- ONE POSITION
FOREMAN III -- ONE POSITION
FOREMAN IV -- TWO POSITIONS

DUTIES AND RESPONSIBILITIES

1. Receive orders and follow directions of Forester, State Forest or Forester, State Nursery.
2. Be responsible for all equipment assigned to his work project.
3. Supervise from (1-5) men assigned to a work project under his direction.
4. Keep adequate records of accomplishments.
5. Assist in training new personnel assigned to him.

LABORER I -- ONE POSITION
LABORER II -- FIVE POSITIONS
LABORER III -- TWO POSITIONS

DUTIES AND RESPONSIBILITIES

1. Be responsible to and carry out orders as set out by his immediate forester or foreman.
2. Be responsible for equipment assigned to him and keep adequate records when requested to do so.

DIVISION OF ADMINISTRATION

CHIEF OF DIVISION -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive all orders and directives from the Director and shall be responsible to the Director for the successful operation of the Division. He shall submit progress and/or special reports to the Director as required.
2. Supervise and coordiante all activities of employees in the various work sections of the Division.
3. Make recommendations to the Director for the improvement of the Division.
4. Submit to the Director all matters in the Division requiring Commission attention, together with his recommendations for action.
5. Approve the expenditures of all funds within the Division.
6. Act as fiscal officer for the Commission and assist the Director on fiscal matters.

The Division of Administration is divided into the following:

1. Public Relations Section
2. Technical Services
 - A. Planning and Coordination Section
 - B. Engineering and Construction Section
 - C. Land Acquisition Section
3. Accounts and Records Section
 - A. License Section
 - B. Purchasing and Inventory Reocrd Section
 - C. Cashier Section
 - D. Mail, supply and Machine Section
 - E. General Stenographic Section

SECTION SUPERINTENDENTS -- THREE POSITIONS

For DUTIES AND RESPONSIBILITIES See Page 14

STENOGRAPHER IV -- ONE POSITION

FOR DUTIES AND RESPONSIBILITIES OF STENOGRAPHERS SEE PAGE 67.

Division of Administration Con't.

AUDITOR II -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Chief of the Division of Administration.
2. Serve as internal auditor.
3. Supervise personnel as assigned.
4. Make recommendations to the Division Chief for improvement of operations.
5. Submit required reports setting out his activities and accomplishments.

AUDITOR II -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Chief of the Division of Administration.
2. Be responsible for the auditing, filing and mailing of claims, payment of same, and bookkeeping therefor.
3. Prepare and Compile the payroll and payroll claims.
4. Supervise personnel as assigned.
5. Make recommendations to the Division Chief for improvement of operations.
6. Submit required reports setting out his activities and accomplishments.

CHIEF CLERK -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Auditor II.
2. Process claims for Special Funds (Capital Improvement Appropriations) and all car dispatcher billings.
3. Keep the detailed bookkeeping for the car dispatcher billings.
4. Assist the Auditor II with the Claim Register (for all claims,) including preparation of the payroll.
5. Assist the Auditor II with regard to the training and appropriate assistance to new employees.

Division of Administration Con't.

BOOKKEEPER -- THREE POSITIONS

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Auditor II,
2. Maintain expenditure ledgers of the various funds,
3. a. One bookkeeper is for the Division of Lands and Waters and Special Funds (Capital Improvement Appropriations).
b. One is for the Division of Fish and Game.
c. One is for the Division of Administration, Quarterly IPERS and Blue Cross Insurance for all Division. All of this is on a NCR Bookkeeping Machine.

CLERK III -- TWO POSITIONS

FOR DUTIES AND RESPONSIBILITIES OF CLERKS SEE PAGE 67.

There are two such positions having to do with the processing of claims of all kinds.

PUBLIC RELATIONS SECTION

SPECIFIC DUTIES

SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

1. Be responsible for selecting, planning and directing a sound public relations and educational program as it relates to the Conservation Commission.
2. Coordinate work and assignments of all personnel in the Public Relations Section.
3. Have general supervision over the employees of the Section.
4. Approve the expenditures of all funds within the Section.
5. Maintain adequate records for use in current operations and for future planning.
6. Coordinate work programs and assignments of all personnel in the Section.
7. To coordinate the activities of the Section with other Commission Sections, and governmental bodies as required or directed.

PUBLIC RELATIONS OFFICER III -- Editor of Publications -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Public Relations.
2. Be responsible for the publication of the monthly conservation magazine, news releases, and informational pamphlets.
3. Make recommendations to the Section Superintendent for the improvement of the program.
4. Submit required reports to the Section Superintendent covering his activities and accomplishments.

PUBLIC RELATIONS OFFICER II -- Associate Editor -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Public Relations Officer, Editor.

PUBLIC RELATIONS OFFICER II -- Associate Editor -- Con't.

DUTIES AND RESPONSIBILITIES

2. Assist in the preparation and editing of the monthly conservation magazine, news releases and other publications.
3. Assist in dictation and correspondence as assigned.

PUBLIC RELATIONS OFFICER III -- Education and Information -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Public Relations.
2. Promote and assist in teacher training programs and Conservation Education work.
3. Supervise disseminations of information to the public through answering mail inquires, circulation of magazine, distribution of law leaflets, information pamphlets and films.
4. Submit required reports covering his activities and accomplishments.

PUBLIC RELATIONS OFFICER III -- Audio and Visual Aids -- Two Positions

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Public Relations.
2. Take motion and still pictures, process and edit as assigned.
3. Obtain picture material for use in conservation education, conservation publications and for a pictorial record of Commission activities as assigned.
4. Submit required reports covering his activities and accomplishments.
5. Do sound recording as assigned.

PUBLIC RELATIONS OFFICER III -- Exhibits -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Public Relations.
2. Maintain, operate and schedule traveling exhibit.

PUBLIC RELATIONS OFFICER III -- Exhibits --Con't.

DUTIES AND RESPONSIBILITIES

3. Prepare and manage other informational exhibits as assigned.
4. Make recommendations for the improvement of his program to the Superintendent of Public Relations.
5. Submit required reports covering his activities and accomplishments.

PUBLIC RELATIONS OFFICER II - Circulation Clerk -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Public Relations.
2. Maintain the film library, have charge of film distribution and keep films and related equipment in good repair.
3. Maintain subscription lists of publications.
4. Maintain library of reference books, reports, booklets and other literature.
5. Make recommendations for the improvement of his program to the Superintendent of Public Relations.
6. Submit required reports covering his activities and accomplishments.

PUBLIC RELATIONS OFFICER I -- Two Positions

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Public Relations.
2. Assist in the maintenance and operation of exhibits.

FOREMAN III -- Building Custodian -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Superintendent of Public Relations.
2. Be responsible for the maintenance of buildings, grounds, facilities and equipment in relation to the Conservation Exhibit Building at the State Fairgrounds.

FOREMAN III -- Building Custodian -- Con't.

DUTIES AND RESPONSIBILITIES

3. Be responsible for and operate the Exhibit Shop.
4. Make recommendations for the improvement of his operations to the Superintendent of Public Relations.
5. Submit required reports covering his activities and accomplishments.

CLERK I -- Two Positions

For duties and responsibilities of Clerks see page 67.

STENOGRAPHER I -- One Position

For duties and responsibilities of Stenographers see page 67.

LAND ACQUISITION SECTION

SPECIFIC DUTIES

SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

1. Be responsible for all phases of land acquisition, land surveys, condemnations and records pertaining thereto.
2. Coordinate work and assignments of all personnel in the Section.
3. Make recommendations and reports pertaining to real estate as requested by the Director and Division Chiefs.
4. Act as liason with Attorney General's office in legal matters relating to state-owned real estate or lands in the process of acquisition, exchange of sale.

SUPERVISOR III -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders and assignments from the Superintendent of the Section.
2. Serve as land purchase negotiator and make related investigations as required.
3. Assist the Superintendent in land appraisals, preparation of documents and closing of land purchase transactions.
4. Make recommendations for the improvement of the Section to the Superintendent of the Section.
5. Submit reports covering his activities and accomplishments, as required.

ENGINEER I -- Suggested Title -- (REGISTERED LAND SURVEYOR) -- One Position

DUTIES AND RESPONSIBILITIES

1. Receive orders and be responsible to the Superintendent of the Section.
2. Make surveys and mark lines of the same for land purchase, sales, exchanges fencing or other purpose.
3. Advise the Superintendent of the Section of survey results and assist in the preparation of plats, computations and other evidence.
4. Make recommendations for the improvement of his program to the Superintendent of the Section.
5. Have general supervision over the personnel assigned to him.
6. Submit reports as required.

ENGINEER VI -- Suggested Title -- INSTRUMENT MAN -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders form and be responsible to the Land Survey Engineer.
2. Operate surveying instruments and serve as survey party chief in the absence of the Land Survey Engineer.
3. Assist Land Survey Engineer in calculations etc. as required.

ENGINEER AID IV -- Suggested Title -- SURVEY CREWMEN -- TWO POSITIONS

DUTIES AND RESPONSIBILITIES

1. Receive orders from survey party chief.
2. Carry out duties as rodman, chairman, note keeper etc. as required.

DRAFTSMAN -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from Superintendent of the Section.
2. Prepare plats, maps etc. relating to state-owned lands and land conveyances.
3. Keep current record of plats and maps pertaining to state-owned lands.
4. Assist in other drafting, mapping or design as required.

STENO. I -- ONE POSITION

FOR DUTIES AND RESPONSIBILITIES SEE PAGE 67.

ENGINEERING SECTION

SPECIFIC DUTIES

SUPERINTENDENT - ENGINEER I - ONE POSITION

DUTIES AND RESPONSIBILITIES

1. To receive orders from, and be responsible to the Chief of Division.
2. Make recommendations to the Division Chief, for the improvement of the section and submit progress and/or special reports as required.
3. Counsel with and make recommendations to the Division Chief and Director of Personnel on personnel matters within the section.
4. Submit to the Division Chief all matters in his section requiring Commission attention, together with his recommendations.
5. Have general supervision over the employees of the Section.
6. Approve the expenditures of all funds within the Section.
7. Maintain adequate records for use in current operations and for future planning.
8. To be responsible for planning and executing all project requests and assignments issued by the respective sections.
9. Coordinate work programs and assignments of all personnel in the Section.
10. To coordinate the activities of the Section with other Commission sections, and governmental bodies as required or directed.

ENGINEERING SECTION -- SPECIFIC DUTIES -- CONTINUED

ENGINEER I - THREE POSITIONS

DUTIES & RESPONSIBILITIES

1. Receive orders from and be responsible to the Supt. of Engineering.
2. Be responsible for all projects assigned to them by the Supt. of Engineering.
3. Supervise the work of all personnel assigned to assist them on their projects.
4. Submit required reports to the Supt. of Engineering covering the various phases of their assignment.

ENGINEER II - ONE POSITION

DUTIES & RESPONSIBILITIES

1. Receive orders from and be responsible to the Supt. of Engineering.
2. Assist Engineers I in their various assignments.
3. Submit required reports to the Section Supt. covering activities and accomplishments of assigned projects.

LANDSCAPE ARCHITECTS I & II - THREE POSITIONS

DUTIES & RESPONSIBILITIES

1. Receive orders from and be responsible to the Supt. of Engineering.
2. Be responsible for all projects assigned to them by the Supt. of Engineering.
3. Supervise the work of all personnel assigned to assist them on their projects.
4. Submit required reports to the Supt. of Engineering covering the various phases of their assignments.

ENGINEERING AID III - ONE POSITION

ENGINEERING AID IV - FOUR POSITIONS

ENGINEERING AID V - FOUR POSITIONS

ENGINEERING AID VI - THREE POSITIONS

ENGINEERING AID VII - THREE POSITIONS

ENGINEERING AID VIII - THREE POSITIONS

ENGINEERING SECTION -- SPECIFIC DUTIES -- CONTINUED

The wide variety of work assigned to the personnel classified as Engineering Aids makes it quite difficult to specifically outline the exact duties of each classification.

DUTIES & RESPONSIBILITIES (General)

1. Receive orders from and be responsible to the Engineer assigned to their project.
2. Submit all field books, logs, construction progress reports etc. to the Engineer in charge of the project.

STENO III - ONE POSITION

STENO I - ONE POSITION

For duties and responsibilities see page 67.

LICENSE SECTION

SPECIFIC DUTIES

SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Chief of the Division of Administration.
2. Be responsible for the issuance of all Commission licenses, permits and tags. Shall maintain all required records related thereto.
3. Supervise personnel as assigned.
4. Be responsible for the prompt answering of all correspondence addressed to or related to the section.
5. Make recommendations to the Division Chief for the improvement of operations.
6. To submit required reports of his accomplishments and activities.
7. To coordinate the activities of the section with other sections and governmental bodies as required or directed.

STENOGRAPHER I -- ONE POSITION

CLERK I -- ONE POSITION

CLERK II -- TWO POSITIONS

CLERK III -- ONE POSITION

FOR DUTIES AND RESPONSIBILITIES OF STENOGRAPHERS & CLERKS SEE PAGE 67.

AUDITOR II -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Section Superintendent.
2. Make recommendations to the Section Superintendent for improvement of operations.
3. To maintain and supervise boat registrations, correspondence related thereto and all records pertaining to same.
4. To assist with all internal auditing within the section as assigned and directed.
5. To supervise personnel as assigned.
6. To submit required reports setting out activities and accomplishments.

PURCHASING AND INVENTORY SECTION

SPECIFIC DUTIES

PURCHASING AGENT -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Chief of Administration.
2. Be responsible for purchasing, obtaining and maintaining file of literature and technical information, establishing specifications, obtaining price information by quotations and sealed bid lettings, dispose of surplus and obsolete property.
3. To maintain inventory records from information submitted by inventory supervisor and field personnel.
4. Be responsible for ordering from the State Car Dispatcher new cars and trucks, maintain record of operating expenses and depreciation on all units and process accident reports and bulk gas reports.
5. To supervise personnel as assigned.
6. To make recommendations to the Chief of Administration for improvement of operations.
7. To submit required reports setting out his accomplishments and activities.

INVENTORY SUPERVISOR -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. To receive orders from and be responsible to the Purchasing Agent.
2. Be responsible for maintaining proper inventory records of all equipment and property purchased or acquired by the Commission. Shall check physical inventories of all commission property for accuracy as reported.
3. To supervise personnel as assigned.
4. To make recommendations to the Purchasing Agent for improvement of operations and procedures.
5. To submit required reports setting out his accomplishments and activities.

CLERK III -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. To receive orders from and be responsible to the Purchasing Agent.
2. To type regular, special and executive council purchase orders and maintain record of same, Posts encumbrances to ledger on all special purchase orders.

PURCHASING AND INVENTORY SECTION CONTINUED

3. To post information from monthly car reports and records depreciation.
4. To type request for quotations, general correspondence and does clerical and stenographic work as required.

CLERK II -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. To receive orders from and be directly responsible to the Purchasing Agent.
2. To process inventory forms recording changes on inventory records.
3. To type up inventories on a current basis for verification of accuracy by commission personnel.
4. Do clerical and stenographic work as required.

CASHIER SECTION

SPECIFIC DUTIES

CASHIER II -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Chief of the Division of Administration.
2. Be responsible for the depositing, withdrawing and transferring of all incoming cash receipts and keeping records thereof.
3. Handle the cash sales of licenses, permits, tags and chargeable publications that are sold from the central office.
4. Supervise personnel as assigned.
5. Make recommendations to the Chief of the Division for improvements in the Section.
6. Submit required reports, each month, setting out the accomplishments and activities.

CASHIER I -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Cashier II and the Chief of the Division of Administration.
2. Be responsible for the recording of all incoming cash receipts.
3. Assist with the handling the cash sales of licenses, permits, tags and chargeable publications that are sold from the central office.
4. Be responsible for reconciling the monthly bank statements.
5. Do clerical and stenographic work as assigned and required.

MAIL, SUPPLY AND MACHINE SECTION

SPECIFIC DUTIES

MANAGER -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Chief of Administration.
2. Open, sort and deliver all incoming mail.
3. Supervise the Mail, Supply and Machine Room.
4. Supervise all personnel as assigned.
5. Be responsible for printing orders and their priority rating.
6. Be responsible for the ordering and distribution of all stock and supplies.

MULTILITH OPERATOR -- ONE POSITION

DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the Manager of the Section.
2. Operate and maintain the Multilith and all other machines in the Section.
3. Assist with the ordering and distribution of stocks and supplies.

STENOGRAPHIC AND CLERICAL POSITIONS

STENOGRAPHERS

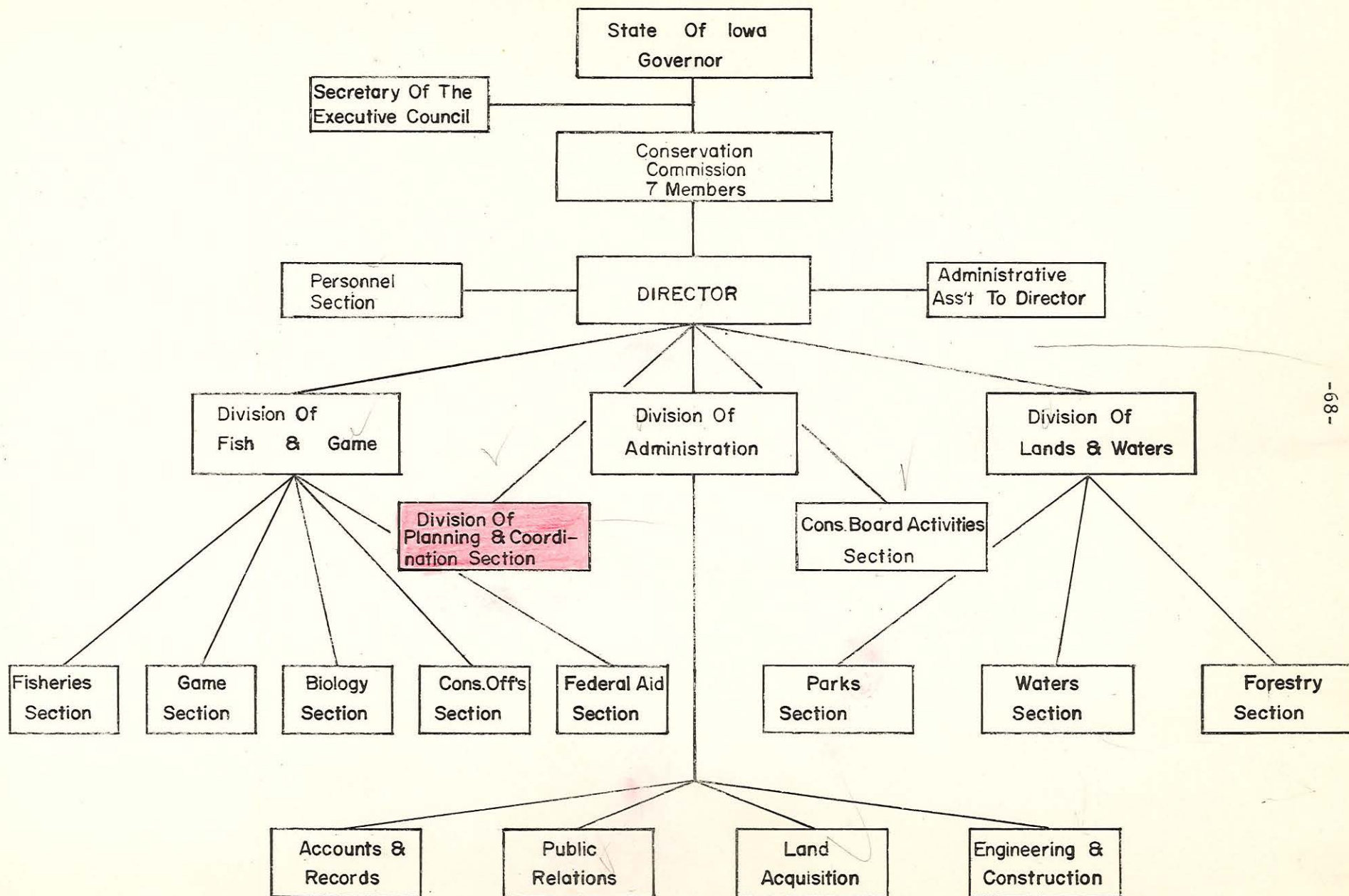
DUTIES AND RESPONSIBILITIES (GENERAL)

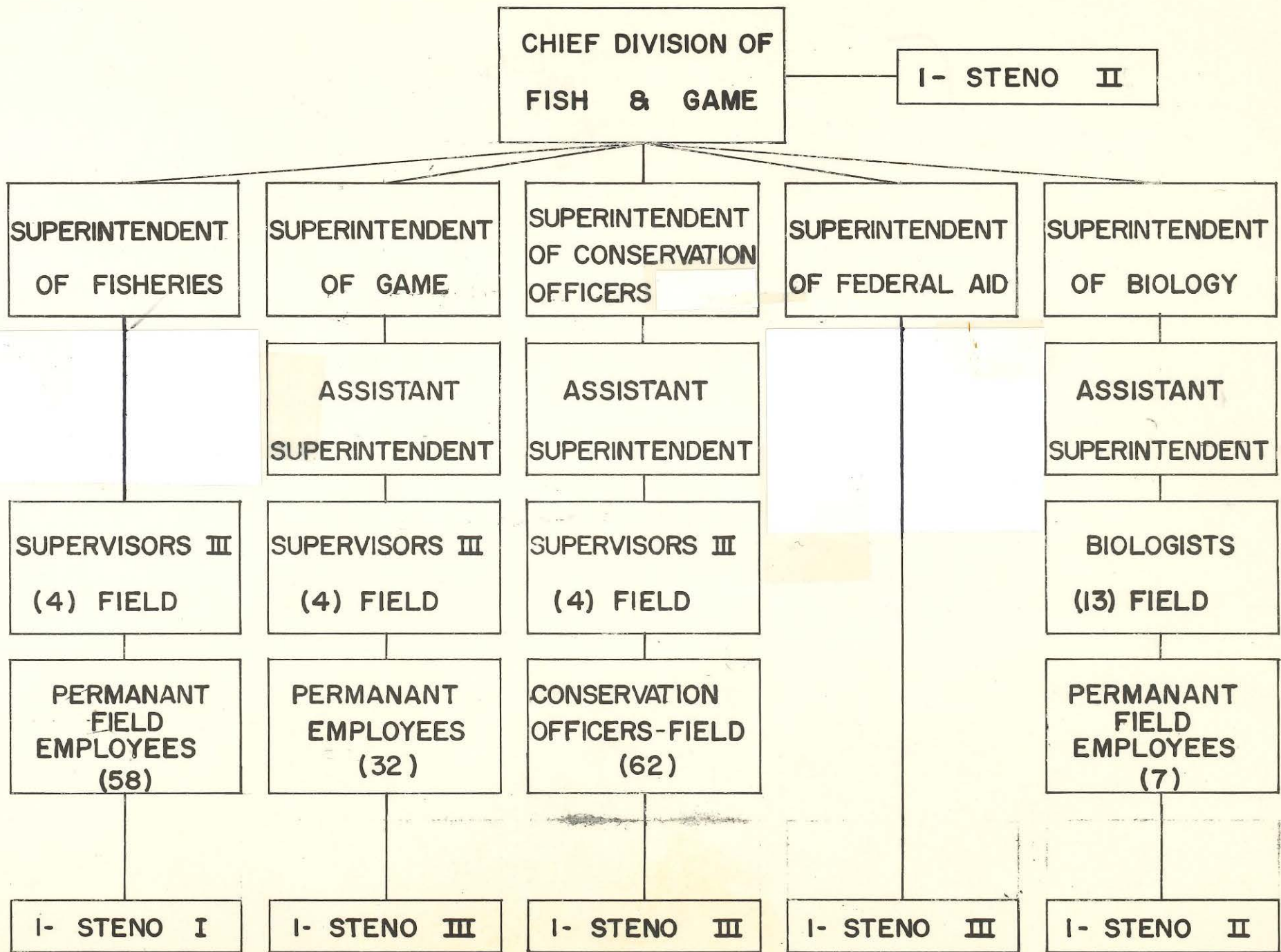
1. Receive orders from and be responsible to the administrator to whom she is assigned.
2. Take dictation, handle correspondence, maintain required records and files and do other stenographic duties as assigned.

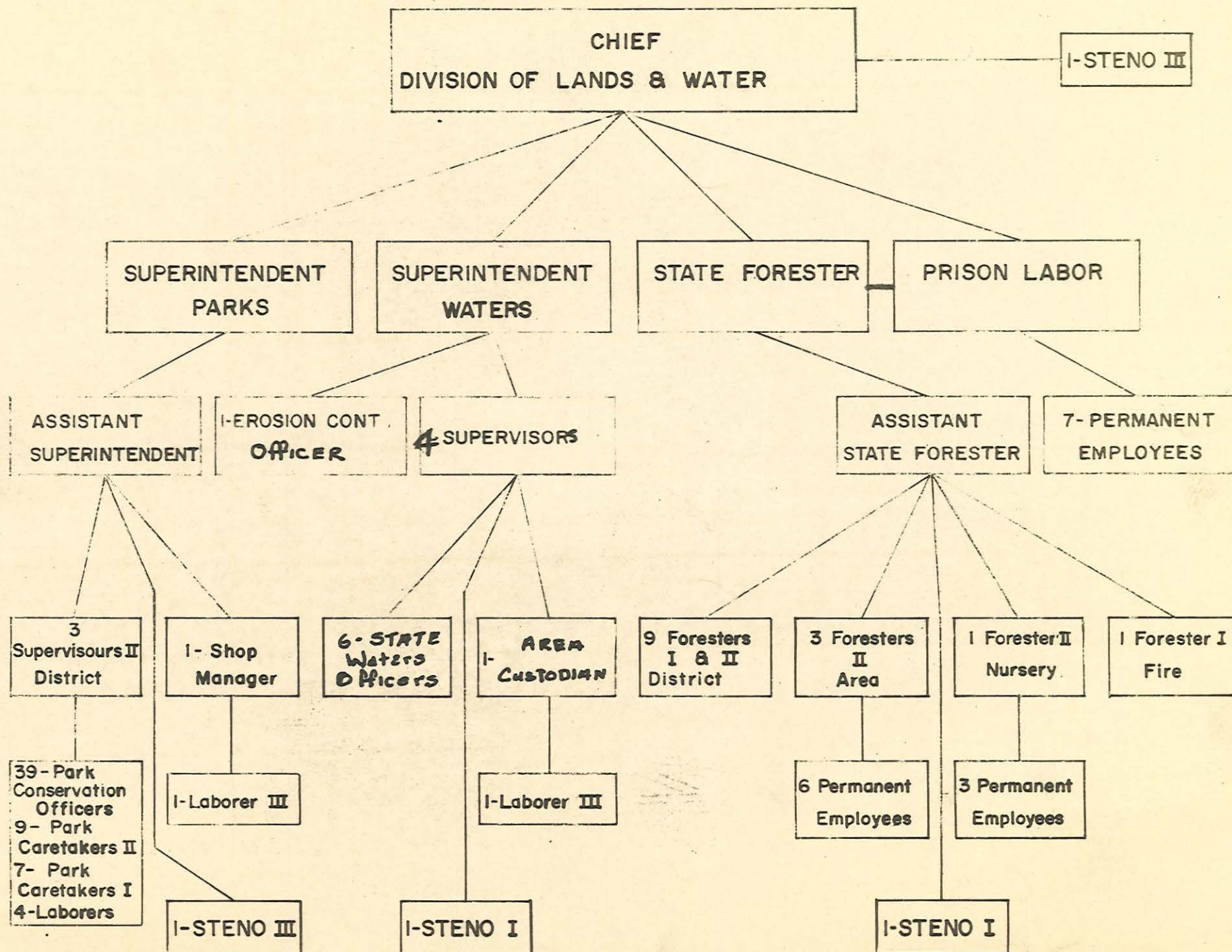
CLERKS

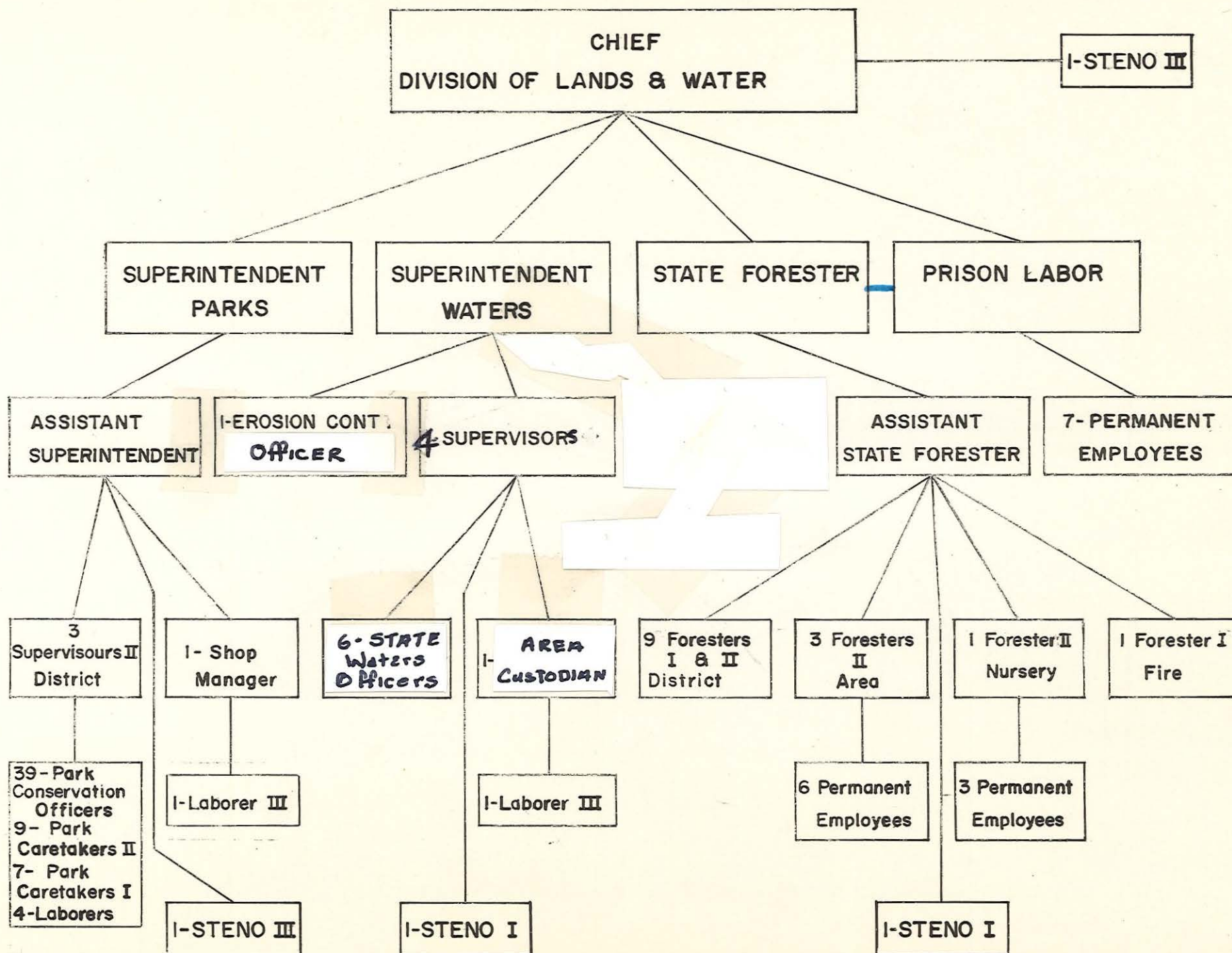
DUTIES AND RESPONSIBILITIES

1. Receive orders from and be responsible to the supervisory personnel as assigned.
2. Do clerical and stenographic work as required.









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