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ORGANIZATION CHART
and
EXPLANATION OF DUTIES

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Iowa State Conservation Commission

1941

STATE CONSERVATION COMMISSION
SEVEN MEMBERS

DIRECTOR

EXECUTIVE
SECRETARY

FISH AND GAME
DIVISION

ADMINISTRATION
DIVISION

LANDS AND WATERS
DIVISION

CHIEF

CHIEF

CHIEF

SECRETARY

SECRETARY

SECRETARY

GAME
DEPARTMENT
GAME MANAGEMENT

FISHERIES
DEPARTMENT
FISH MANAGEMENT

ACCOUNTS
AND
RECORDS

PUBLIC
RELATIONS

TECHNICAL
SERVICE

PARKS
RESERVES
AND
MONUMENTS

FORESTS

COOPERATIVE
GAME RESEARCH

COOPERATIVE
FISH RESEARCH

PROCUREMENT
ASSISTANT
AND PROJECT
SUPERINTENDENT
FUR INDUSTRY
AND LICENSE CLERK
ACCOUNTANT
CASHIER AND
BOOKKEEPER
CLAIM CLERK
STENOGRAPHER
EXTRA HELP
(HIRED AS NEEDED)
FILE CLERK
EQUIPMENT
ASSISTANT
STENOGRAPHER

SUPERINTENDENT OF
PUBLIC RELATIONS
STENOGRAPHER AND
MIMEOGRAPHER
P.B.X. OPERATOR AND
RECEPTIONIST

CHIEF ENGINEER
ASSISTANT
ENGINEER
ENGINEER
ENGINEER—SURVEY
STENOGRAPHER
EXTRA TECHNICAL
HELP
ARCHITECT
LANDSCAPE ARCHITECT
ENGINEERING
DRAFTSMAN
STENOGRAPHER
EXTRA HELP
(HIRED AS NEEDED)

SUPERINTENDENT
LANDSCAPE ARCHITECT
(CONSULTANT)
FIELD ASSISTANT
PLANTSMAN
NATURALIST
NATURALIST
BOAT INSPECTOR
CONSERVATION
OFFICERS—PARKS
CONSERVATION
OFFICERS—LAKES
CUSTODIANS
CARETAKERS

SUPERINTENDENT
FORESTER
(CONSULTANT)
ASSISTANT
FORESTER
NURSEYMAN
DISTRICT
FORESTERS FOR
LUCAS, MONROE,
LEE, VAN BUREN
AND YELLOW RIVER
CONSERVATION
OFFICERS
CUSTODIANS
CARETAKERS

SUPERINTENDENT
OF
GAME

SUPERINTENDENT
OF
FISH

GAME
FARM

PRIVATE
LAND

STATE
LAND

ENFORCEMENT
MANAGEMENT

PROPAGATION

FISH
CONTROL

BOUNDARY
WATERS

SUPERINTENDENT

SUPERINTENDENT

SUPERVISOR

SUPERVISOR

SUPERINTENDENT

SUPERINTENDENT

SUPERINTENDENT

ONE
HELPER
EXTRA
HELP
AS NEEDED

THREE
HELPERS
EXTRA
HELP
AS NEEDED

TWENTY
CONSERVATION
OFFICERS

TWENTY
CONSERVATION
OFFICERS

DISTRICT
FISH
CULTURISTS
DISTRICT ONE
DISTRICT TWO
DISTRICT THREE
DISTRICT FOUR
DISTRICT FIVE

FOREMEN
EXTRA
HELP
AS NEEDED

FOREMEN
EXTRA
HELP
AS NEEDED

STATEWIDE
FITZMAN—
ROBERTSON
PROGRAM

THREE
FISH
CULTURISTS
EXTRA
HELP
AS NEEDED

1.

ORGANIZATION CHART
and
EXPLANATION OF DUTIES

The organization chart shows an outline of the division of work and responsibility of the personnel.

Conservation Commission

By statute, there are seven Commission members, who are appointed by the Governor with the approval of two-thirds of the State Senate.

The specific duties of the Commission are set out in Chapters 85, 85.1, 85.2, 86, 86.1, 87, 87.1, and 239, Code of Iowa, 1939.

Director

The Commission appoints a Director, who is administrative head of the department and responsible to the Commission for the execution of its policies.

Each Division Chief is responsible to the Director for the successful operation of his Division.

-
- a. Supervise game program on private land.
 - b. Supervise game program on public land.
 - c. Supervise state game farm.
 - d. Supervise and direct work of game biologists.
 - e. Put to practical use the facts disclosed by the cooperative research program.
 - f. Instruct, advise, and direct Conservation

FISH AND GAME DIVISION

The following is the Fish and Game Division set-up.

The Fish and Game Division shall consist of the following:

1. Chief of the Fish and Game Division. Station - Des Moines. Duties - He shall be responsible to the Director for the successful operation of the fish and game program, and will direct and supervise it.

All matters pertaining to fish and game shall come to or be handled through the Chief of the Division.

Each department head in the Fish and Game Division shall be responsible to the Division Chief for the successful operation of his department.

The Chief of the Division shall make a monthly report to the Director showing the nature of the work done and the accomplishments for the month. The Chief of the Fish and Game Division shall make recommendations to the Director for the improvement of the fish and game program.

This position shall be handled temporarily by the Director.

Game Department

The Game Department shall consist of the following:

1. Superintendent of Game. T. W. Huston. Station - Des Moines. Duties - He shall be in charge of the game program, and shall be responsible to the Chief of the Division for the successful operation of the department. All matters pertaining to game shall be handled through the Superintendent. His specific duties shall be as follows:

- a. Supervise game program on private land.
- b. Supervise game program on public land.
- c. Supervise state game farm.
- d. Supervise and direct work of game technicians.
- e. Put to practical use the facts disclosed by the cooperative research program.
- f. Instruct, advise, and direct Conservation

It shall be the duty of this department to keep all

Officers in their game problems and work.

- g. Have general supervision over Fish and Game personnel jointly with the Superintendent of Fisheries, under the direction of the Chief of the Division.
- h. Make recommendations to the Chief of the Division regarding needed laws, administrative orders, or changes needed to make the game program more effective.

Mr. Huston shall take over the supervision of state land development while Mr. Johann is working on land acquirement.

- 2. Superintendent of State Game Farm. C. H. Updegraff. Station - Boone Game Farm. Duties - He shall be responsible to the Superintendent of Game for the successful operation of the Game Farm. It shall be his duty to successfully produce the birds and animals needed for seed stock in the game program as economically as possible.

He shall employ one full-time helper, and extra help as needed.

- 3. Superintendent of State Land. M. P. Johann. Station - Des Moines. Duties - He shall be responsible to the Superintendent of Game for the supervision, surveying, fencing, planting and developing of state-owned land for maximum game production and carrying capacity. He shall have charge of all leases and rentals of state land in the Fish and Game Division, and the collection of rental fees. He shall take options and do the necessary contact work and dealing with owners in the land acquisition program.

He shall have charge of the trapping of birds and animals.

He shall have under his supervision the following:

- a. One Engineer - Elwin Lohse. Station - Spirit Lake.
- b. One Engineer's helper.
- c. Clyde Christensen, truck driver and utility man.
- d. Donald Pulver, truck driver and utility man.
- e. Frank Phinney, trapper, foreman, and utility man.

It shall be the duty of this department to keep all

state areas properly posted as refuges or public shooting grounds, fences repaired, etc.

The Superintendent of Game shall relieve Mr. Johann of the supervision of the surveying, fencing, planting and development work while he is acquiring land and assigned to the Pittman-Robertson Project as leader. Mr. Johann shall handle land acquisition and leases.

Fisheries Department

The Fisheries Department shall consist of the following:

1. Superintendent of Fisheries. E. B. Speaker. Station - Des Moines. Duties - He shall be in charge of the fisheries program, and responsible to the Division Chief for the successful operation of the Fisheries Department. All matters pertaining to fish shall be handled through the Superintendent of Fisheries. His specific duties shall be as follows:
 - a. Supervise all fish propagation units.
 - b. Supervise fish control program. (Coarse fish removal, inland rescue, fish census)
 - c. Supervise Mississippi and Missouri River rescue and collection.
 - d. Supervise fish stocking program.
 - e. Supervise district fish culturists in keeping perpetual inventory of conditions in lakes and streams, so proper management programs can be set up.
 - f. Make recommendations to the Chief of the Fish and Game Division regarding needed laws, administrative orders, or changes needed to make fisheries program more effective.
 - g. Supervise lake and stream improvement program, and all other matters pertaining to the Fisheries Department.
 - h. Have general supervision over Fish and Game personnel jointly with the Superintendent of Game under the direction of the Chief of the Division.

2. Boundary Waters and Stream Improvement Section. W. E. Albert, Supervisor. Station - Lansing. Duties - He shall be responsible to the Superintendent of Fisheries for the successful operation of the following:
 - a. Fish rescue and collection in the Mississippi River flood plain.
 - b. Fish rescue in the counties bordering the Mississippi River.
 - c. Coarse fish control in counties bordering the Mississippi River.

6.

berry Point. Duties - He is in charge of trout hatchery, and assists in fish propagation state-wide. He shall assist the Superintendent of Fisheries in checking and operating propagation units, giving instructions on proper fish cultural methods to the district fish culturists and helpers, and other fish cultural work designated by the Superintendent of Fisheries. He is also responsible for the successful operation of the following:

- a. Backbone trout hatchery.
- b. Backbone fish ponds.
- c. Kramer trout ponds.

Extra employees: Hoffman
Gilchrist

Additional help as needed.

5. Fish Culture Section.

District #1. Ray Butler, District Fish Culturist.
Following counties included:

Lyon	Sioux	Plymouth
Osceola	O'Brien	Cherokee
Dickinson	Clay	Buena Vista
Emmet	Palo Alto	Pocahontas

Station - Spirit Lake. Duties - He shall be responsible to the Superintendent of Fisheries for the successful operation of the following:

- a. Orleans wall-eyed pike hatchery.
- b. Diamond Lake Nursery.
- c. Welch Lake Nursery.
- d. Peterson Fish Pond.
- e. Storm Lake Fish Pond.
- f. Lake Park Fish Pond.
- g. All other fish propagation units in this District.

Additional duties:

- a. Repair and construction of fish screens, dams, spillways, etc.
- b. Disposal of dead fish in the lakes and streams.
- c. General fish management in this district.

Full-time employees: Charles Leploy
Howard Graesing
Edgar Moroy

Extra Help now employed - Parker Dunham, Hatchery
 Foreman
 Thomas Moen, Technical
 Assistant
 John Schwalenberg, Clerk
 and Assistant.

Additional help as required.

District #2. L. D. Wright, District Fish Culturist.
 Following counties included:

Woodbury	Monona
Ida	Crawford
Sac	Carroll
Calhoun	Greene

Station - Lake View. Duties - He shall be responsible to the Superintendent of Fisheries for the successful operation of the following:

- a. Lake View Fish Hatchery.
- b. Lanesboro Fish Pond.
- c. Jefferson Fish Pond.
- d. All other fish propagation units in this District.

Additional duties:

- a. Repair and construction of fish screens, dams, spillways, etc.
- b. Disposal of dead fish in lakes and streams.
- c. General fish management in this District.
- d. Park Custodian at Black Hawk Lake State Park.

Extra help - Bufford Geary.

Additional help as needed.

District #3. C. L. King, District Fish Culturist.
 Following counties included:

Kossuth	Cerro Gordo	Webster	Boone
Winnepago	Humboldt	Hamilton	Story
Worth	Wright	Hardin	Marshall
Hancock	Franklin	Grundy	Tama

Station - Hampton. Duties - He shall be responsible to the Superintendent of Fisheries for the successful operation of the following:

- a. Beeds Lake Fish Hatchery.
- b. Clear Lake Piko Hatchery.
- c. Humboldt Fish Hatchery.
- d. Pine Lake Fish Hatchery.
- e. Algona Fish Pond.
- f. Lizzard Creek Fish Pond.
- g. Dolliver Park Fish Pond.
- h. Eagle Grove Fish Pond.
- i. Boone Fish Pond.
- j. Story City Fish Pond.
- k. All other fish propagation units in this District.

Extra help - Ernest Thune
 E. A. Saxton
 L. F. Reed

Additional help as needed.

District #4. E. T. Rose, District Fish Culturist.
 Following counties included:

Mitchell	Chickasaw	Black Hawk	Linn
Howard	Butler	Buchanan	Jones
Winnoshick	Bremer	Delaware	Jackson
Allamakee	Fayette	Dubuque	Clinton
Floyd	Clayton	Benton	

Station - Decorah. Duties - He shall be responsible to the Superintendent of Fisheries for the successful operation of the following:

- a. Small-mouthed bass hatchery at Decorah.
- b. Twin Springs Trout Hatchery, Decorah.
- c. Cresco Fish Pond.
- d. Saur-Anderson Fish Pond, Vinton.
- e. Bluff Fish Pond, Vinton.
- f. Waltonian Fish Pond, Cedar Rapids.
- g. Ink Fish Pond, Mt. Vernon.
- h. Independence Fish Pond, Independence.
- i. Nashua Fish Pond, Nashua.
- j. Nolan Fish Pond, Decorah.

R. B. Cooper will assist E. T. Rose in the management of some of the ponds in the southern part of this District.

Additional duties:

- a. Repair and construction of fish screens, dams, spillways, etc.
- b. General fish management in this District.

Extra help - Van Butler
Ernest Thuno (Part-time)

Additional help as needed.

District #5. W. W. Aitken, District Fish Culturist.
Following counties included:

Harrison	Scott	Louisa	Des Moines
Shelby	Muscatine	Mills	Fremont
Audubon	Pottawattamie	Montgomery	Page
Guthrie	Cass	Adams	Taylor
Dallas	Adair	Union	Ringgold
Polk	Madison	Clarke	Decatur
Jasper	Warren	Lucas	Wayne
Poweshiek	Marion	Monroe	Appanoose
Iowa	Mahaska	Wapello	Davis
Johnson	Kookuk	Jefferson	Van Buren
Cedar	Washington	Henry	Lee

Station - Wapello. Duties - He shall be responsible to the Superintendent of Fisheries for the successful operation of the following:

- a. Lake Wapello Fish Hatchery.
- b. Chariton Fish Hatchery.
- c. Bedford Fish Hatchery.
- d. Lake Koomah Fish Hatchery.
- e. All other fish propagation units in this District.

Additional duties:

- a. Repair and construction of all fish screens, dams, spillways, etc.
- b. General fish management in this District.

Extra help - Dale Stufflobeam
James Babcock
Wayne Bayless
Eugene Sullivan.

Additional help as needed.

Enforcement and Management Section

This Section shall include two supervisors to supervise the 40 Conservation Officers. The two Supervisors named below shall be temporary until the Chief of the Fish and Game Division is appointed.

R. W. Barsalou shall supervise 20 Conservation Officers which include the following men. He is stationed in Des Moines.

- | | |
|--------------------|---------------------|
| 1. H. E. Colby | 11. Maurice Baggs |
| 2. Jim Harlan | 12. Walter Trusell |
| 3. Elmer Wogen | 13. C. C. Lille |
| 4. B. Severson | 14. Sam Hyde |
| 5. Fritz Pierce | 15. John Holst |
| 6. Jack Stevens | 16. Bruce Stiles |
| 7. Glen Yates | 17. Frank Tucker |
| 8. Kenard Baer | 18. Rae Sjostrom |
| 9. Gaylord Sexe | 19. James Rector |
| 10. Paul Leaverton | 20. Charles Adamson |

K. M. Rooker shall supervise 20 Conservation Officers which include the following men. He is stationed in Des Moines.

- | | |
|------------------|---------------------|
| 1. Geo. Kaufman | 11. Ray Beckman |
| 2. Willis Morf | 12. Walter Harvey |
| 3. Harold Banas | 13. Waldo Johnson |
| 4. Otto Klinge | 14. Tom Johnston |
| 5. Dan Nichols | 15. Ed. Sybil |
| 6. Lloyd Huff | 16. Earl Scherf |
| 7. E. D. Bonson | 17. Vern Shaffer |
| 8. Leo Logan | 18. M. D. Lewis |
| 9. John Jago | 19. Mike Youngblood |
| 10. Harry Rector | 20. J. C. Graham |

Both of these men will receive their general instructions from the Chief of the Division. The Superintendent of Game shall have authority to instruct, advise, and direct the Supervisors in game problems, programs, and work to be done. The Superintendent of Fisheries shall have authority to instruct, advise, and direct the Supervisors in fish problems, programs and work to be done.

The two Supervisors are responsible to the Chief of the Division and Superintendent of Game and Superintendent of Fisheries for the proper operation of this department.

In general, the Supervisors will instruct, advise and direct the Officers to see that they have effective well balanced programs under way, and to help with any problems they may have.

Supervisors shall make a weekly report of their work to their superiors.

The specific duties of the Conservation Officers shall be as follows:

- a. Enforcement of fish and game conservation laws and cooperation with Conservation Officers of the Lands and Waters Division

on the enforcement of all conservation laws.

- b. Fish management work, which includes fish rescue on small jobs not large enough to justify the use of the fisheries rescue crew. Assistance in fish stocking, burying of dead fish, posting of lakes and streams as spawning areas or against minnow removal, etc., as instructed. Cooperation with Fish Culturists on stream and lake improvement and other fisheries work when specifically instructed.
- c. Game management program on private land, including cooperation with sportsmen and farmers to improve environment for wildlife, development of satisfactory plans for the orderly harvesting of surplus game, and teaching of proper management practices, and cooperation with groups in game propagation and stocking.
- d. Educational work, including contacts with sportsmen, farmers, junior groups, civic groups, sportsman organizations, etc., to acquaint them with the importance and necessity for sound conservation programs, what the department is doing and why.

Cooperative Game Research Program

The Fish and Game Division pays \$6,000.00 per year to cooperate in a game research program. The U. S. Fish and Wildlife Service, the American Wildlife Institute, Iowa State College, and the Iowa State Conservation Commission are the cooperating agencies.

The biennial report gives an account of the birds and animals being studied under this program.

Dr. Thomas J. Scott, an employee of the Fish and Wildlife Service, is the leader in charge of this program. He is stationed at Ames.

Cooperative Fish Research Program

A cooperative fish research program, wherein specific fish research problems are assigned to qualified research workers, is being established under the same general plan as the Cooperative Game Research Program explained herein. The Fish and Game Division will provide money for fish research on a cooperative basis similar to the game research program.

Pittman-Robertson Program

A Preliminary Project Statement has been submitted to the Fish and Wildlife Service, Department of The Interior, for a state-wide wildlife area acquisition program. The project is approved. This program becomes effective at once. The Rice Lake restoration and the acquisition of the Riverton area are already under way.

DIVISION OF ADMINISTRATION

The following is a resume of the organization and the duties of the personnel of the Division of Administration.

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The Division of Administration is the coordinating unit between the Division of Fish and Game and the Division of Lands and Waters. This Division includes matters relating to accounts, records, enforcement records, technical service, and public relations.

The Division of Administration consists of the following:

I. Chief of the Division of Administration. - K. M. Krezek
Station - Des Moines

He is directly responsible to the Director for the successful operation of this Division. He directs and supervises its operation and all matters pertaining to administration and all matters as listed above shall come, and be handled through, him.

The head of each of the various departments within the Division of Administration is directly responsible to the Division Chief for the successful operation of his department.

The Chief of the Division makes reports to the Director, as requested, on all matters relative to his Division. He also makes any recommendations to the Director that he deems necessary for the improvement and successful operation of his Division.

At the present writing the following is a number of the duties performed:

1. General supervision of the entire division and directly responsible to the Director for its operation.
2. In charge of office management including supervision of office personnel, assignment of duties, interviewing prospective employees, salesmen and other individuals requesting information relative to our work, supervision of personnel records and of incoming mail.
3. Assist the Director in all administrative, legislative, financial, and personnel matters.
4. Supervise and record all contracts and make payments on all material, labor, and rental contracts.

5. In charge of purchases of supplies, printing, equipment, and material for all divisions. This includes the requesting and advertising of bids, and checking and signing of all purchase orders.
6. Issues all official notices including administrative orders, requests for bids, establishment of refuges, etc.
7. Acts as Auditor for the Commission, being responsible to the Commission for the accounting of all receipts and disbursements. This includes setting up accounts; making monthly financial reports to the Commissioners, compiling budgets with the aid of the Director and other division chiefs, making quarterly budget reports, compiling other financial and miscellaneous reports requested from time to time, setting up and supervising receipts, checking and signing of all claims designating what funds and accounts they should be charged to and paid from, and supervising the disbursement records on the Administration Fund, Fish and Game Protection Fund, and the three Iowa Great Lakes Sewer Funds, Lands and Waters Fund and Special Funds.

In addition to the above, he shall supervise the project accounts on the three Iowa Great Lakes Sewer Funds, the Emergency Conservation Works Fund (E.C.W.) and the Conservation Works Fund (C.W.). In respect to these special funds, he has the responsibility of issuing purchase orders, contracts, claims, and making payments on these contracts, balancing project accounts and preparing monthly project balance reports. Also, cash balance records are kept for each fund which, at the end of each month, must reconcile with the State Comptroller's cash balance on each of our various funds.

8. Acts as Notary Public for the Commission.
9. In respect to the maintenance of our motor units, requests to the State Car Dispatcher for new units and large repair jobs are handled through this Division.
10. The handling of compensation claims, accident reports and injury reports is assigned to this position.
11. Keeps records of Conservation Officers' date of employment and badge numbers. Assembles Conservation Officers' examination records, compiles eligible lists for grade results, and sends out and files applications and reports on prospective employees.

II. Secretary (Administration) - Frances Kunz
Station - Des Moines

Duties - Is Secretary of the Chief of the Division of Administration.

1. Handles all dictation and correspondence of the Chief, Division of Administration.
2. Types all purchase orders issued against the regular and special funds.
3. Types all monthly and quarterly financial reports, budget reports and other miscellaneous reports which the Chief of the Division has to prepare from time to time.
4. Types agreements, contracts, official notices, etc.
5. Keeps reports on personnel history and attendance under supervision of the Chief of the Division.

III. Secretary (Lands and Waters) - Claire Freiberg
Station - Des Moines

Duties - Secretary to the Chief, Division of Lands and Waters.

1. Handles all dictation and correspondence of the Chief, Division of Lands and Waters, Field Assistant, Plantman, and Assistant State Forester.
2. Tabulates and keeps records on park attendance and activities, sand and gravel and ice leases and custodians' monthly reports.

IV. Secretary (Fish and Game) - Jeanne Morgan
Station - Des Moines

Duties - Secretary to the Chief, Division of Fish and Game.

1. Handles the dictation of the Chief, Division of Fish and Game and Superintendent of Game.
2. Tabulates and keeps records in game management activities, bird census, game and bird distribution and conservation officers' activities.

V. Executive Secretary - Virginia Anderson
Station - Des Moines

Duties - Is Secretary to the Director.

1. Handles all the dictation and correspondence of the Director.
2. Acts as Secretary at Commission meetings and takes minutes of each Commission meeting, typing them and placing them in the official minute book.
3. Keeps card index record of each official action.

VI. Stenographer (Fish and Game) - Bernice Snider
Station: - Des Moines

Duties - Is Stenographer to the Superintendent of Fisheries.

1. Handles all dictation and correspondence for the Superintendent of Fisheries.
2. Tabulates and keeps records of the Department of Fisheries such as fish distribution, collection, obnoxious fish control, rescue, hatcheries activities, etc.
3. Tabulates and keeps records relative to biological research and investigations, fish census, etc.

PUBLIC RELATIONS

VII. Superintendent of Information - R. B. Wheeler
Station - Des Moines

Duties - He is in charge of the Department of Public Relations and directly responsible to the Chief of the Division for the successful operation of this Department. All matters relative to public relations come through and are handled by this Department.

1. Answers all inquiries for information, questions concerning conservation laws, and requests for conservation literature.
2. Writes and edits quarterly magazine.
3. Writes news releases for the 500 newspapers in the state.
4. Writes and presents a weekly fifteen minute radio broadcast at WOI and programs on other stations at irregular intervals.
5. Books all films, slides and exhibit materials to field men and organized groups over the state.

6. Takes movies and still pictures for use in publicity work, prepares slides and edits movies.
7. Talks before schools, women's clubs, service clubs, sportsmen's organizations and similar groups.
8. Edits departmental publications such as maps, park booklets and similar materials.
9. Is in charge of educational and informational displays at the State Fair and similar exhibits and displays shown at county fairs and hobby shows.

VIII. Stenographer

Duties - Is stenographer to the Superintendent of Public Relations.

1. Handles dictation, correspondence and other matters under the Superintendent of Public Relations.
2. Handles all mimeographing of all three Divisions of the Commission keeping bulletins, releases and forms serially and filed as to Division.

IX. P.B.X. Operator and Stenographer - Mildred Lindquist
Station - Des Moines

Duties:

1. Is switchboard operator and receptionist.
2. Keeps the itinerary of all travelling employees.
3. Assists with the clerical work in the license department.

TECHNICAL SERVICE

X. Chief Engineer - C. E. Sayre
Station - Des Moines

Duties - In charge of all engineering matters and engineering personnel. All such matters shall be handled through the Chief Engineer. He is responsible to the Chief of the Division for the successful operation of his department.

1. He shall be responsible for all plans, designs, surveying, construction, inspection, recording of deeds, etc., required in Fish and Game and Lands and Waters Divisions.

XI. Assistant Chief Engineer - N. H. Hall
Station - Des Moines

Duties - He is Assistant to the Chief Engineer and is Superintendent of Construction and Dredging, especially on projects in northern Iowa. He conducts engineering investigations and surveys and superintends the engineering work under the Pittman-Robertson Restoration act. He is responsible to the Chief Engineer for the successful execution of work assigned to him.

XII. Assistant Engineer - G. L. Zeimer
Station - Des Moines

Duties - He is Assistant to the Chief Engineer and is assigned work by the Chief Engineer and is Superintendent of Construction Projects relative to C.C.C. Camps, also, those projects located in southern Iowa where C.C.C. Camp projects have been removed. He also does office work such as drafting, dosigning, and compiling estimates when directed.

XIII. Assistant Engineer - Elwin Lohse
Station - Spirit Lake

Duties - Engineering and survey work assigned to him by the Chief Engineer.

XIV. Stenographer

Duties - Is Stenographer for the Engineering Division.

1. Handles the dictation and correspondence for the Engineering Division.
2. Tabulates and keeps records and files for the Chief Engineer and other personnel of the Engineering Division.

XV. Architect - F. L. Carnes
Station - Des Moines

Duties - Drafting, designing, and planning of construction projects.

1. Assists in cost estimates and preparing specifications for construction projects.
2. Makes inspection of projects during construction and on completion of the construction of such projects.

XVI. Landscape Architect - R. H. Lawson
Station - Des Moines

Duties - Drafting, designing, and planning of landscape projects.

1. Assists in cost estimates and in preparing estimates for construction and completion of such projects.
2. Makes inspections of such projects.

XVII. Engineer-Draftsman
Station - Des Moines

Duties - Drafting, designing and planning of construction projects.

1. Assists in cost estimates and preparing specifications for construction projects.

XVIII. Stenographer - Rephah Laun
Station - Des Moines

Duties - Stenographer for the Design Office.

1. Handles the dictation and correspondence relative to the Central Design Office.
2. Types estimates, specifications, and reports on construction projects.
3. Tabulates and keeps records and files on activities relative to construction projects which are handled through the Central Design Office and the Engineering Division.

ACCOUNTS AND RECORDS

XIX. Ass't. Procurement Officer & Project Superintendent - Lloyd Smith
Station - Des Moines

Duties - Assistant to Chief of the Division in purchasing and also acts as Project Superintendent.

1. In charge of all purchases of equipment and material for all three Divisions receiving all requests for purchases, obtaining price quotations, etc., and assisting the Division Chief on public advertising and lettings of sealed bids (Central Purchasing Agent).

2. In charge of building maintenance of State Fairgrounds Building and preparing for the State Fair and Travelling Exhibit.
3. In charge of the Commission equipment and materials. Assists in completing new property and real estate records and shall obtain annual inventories.
4. In charge of writing up and supervising N.Y.A. and W.P.A. Projects.
5. Assists in keeping project records on Special Funds and checking related contracts.
6. Assists in keeping project records relative to the Pittman-Robertson Restoration Act.

XX. Fur Industry and License Clerk - R. M. Berry
Station - Des Moines

Duties - In charge of licenses for the Auditing Department. He is directly responsible to the Chief of the Division and all matters relative to licenses and receipt records shall be handled through him.

1. Maintains the necessary records for accounting of licenses, land management, sand and gravel, concessions, rough fish removal, and miscellaneous receipts.
2. Handles matters pertaining to violation reports received from Conservation Officers. Records court costs.
3. In charge of confiscated property and the fur industry.
4. In charge of issuing and maintaining all necessary records relative to all licenses.
5. Handles correspondence pertaining to inquiries on license permits and laws.

XXI. Accountant and Pay Roll Clerk - E. W. Slye
Station - Des Moines

Duties - Pay Roll Clerk and Accountant for the Lands and Waters Fund and Special Funds.

1. In charge of compiling pay rolls.
2. In charge of bonds and records of bonds for field and office employees after the bonds have been checked and approved.

3. Audits Lands and Waters Fund, E.C.W. Fund and Conservation Works Funds and maintains, in addition, disbursement records of the above-named funds.
4. Assists on outgoing mail and other miscellaneous office duties.
5. Makes monthly reports of the financial status of these funds of which he has charge to the Chief of the Division.

XXII. Cashier and Bookkeeper - Helen Peterson
Station - Des Moines

Duties - Validates all receipts received by the Commission and maintains disbursement ledgers of various funds.

1. Receives all receipts coming to the Commission for validation and maintains necessary records for the depositing and accounting of said receipts.
2. Assists in maintaining the disbursement ledgers of various funds of the Commission.
3. Supervises and assists in the auditing of claims chargeable against various funds of the Commission.
4. Maintains records of all claims in claim registers and the alphabetical warrant register.
5. Checks and maintains records of our bulk gasoline stations.

XXIII. Claim Clerk
Station - Des Moines

Duties - Audits all claims of various funds of the Conservation Commission, checking amounts of each item and the total to be paid and other duties necessary for complete auditing.

1. Maintains and checks car and truck records.
2. Assists cashier and bookkeeper and accountant in maintaining various records.
3. Acts as stenographer for accountant relative to pay roll and other necessary stenographic services.
4. Backs and files claims after payment.

XXIV. Clerk - Betty Morgan
Station - Des Moines

Duties - Stenographic and clerical help to the Auditing Department.

1. Tabulates and keeps records on miscellaneous licenses, courtcosts, etc.
2. Does work for the License Clerk relative to receipt records, etc., including the checking and filing of licenses.
3. Issues miscellaneous licenses.
4. Acts as P.B.X. relief operator.

XXV. Stenographer - Betty Pangburn
Station - Des Moines

Duties - Stenographic and Clerical help to the Auditing Division.

1. Handles dictation and correspondence of the License Clerk.
2. Assists in sorting and filing licenses and checking of license reports.

XXVI. File Clerk - Evelyn Bowman
Station - Des Moines

Duties - In charge of File Room and Office Supplies.

1. In charge of filing all correspondence and miscellaneous reports and surveys.
2. In charge of office supplies. Makes periodical reports of necessary office supplies to the Chief of the Division for purchases of supplies.
3. Types and records, for the Assistant Procurement Officer and Project Superintendent, material and equipment inventory matters.

XXVII. Equipment Assistant - W. F. Kennedy
Station - Des Moines

Duties - General Utility man.

1. In charge and driver of the Travelling Exhibit while on the road.
2. Assists the Assistant Procurement Officer relative to equipment and materials.
3. Assists in obtaining and completing annual inventories.

RECOMMENDATIONS
OF
DIVISION OF LANDS AND WATERS

Permanent Set-up

ORGANIZATION

GENERAL

It is proposed to divide the work of the Division into two general headings: namely -

Department of Parks, Reserves, Monuments, Waters, etc.
Department of Forests

Division Chief

The Division will be headed by the Division Chief who will be responsible for the supervision of the work carried on in the various departments.

DEPARTMENT OF PARKS, RESERVES, MONUMENTS, WATERS, Etc.

This Department will be responsible for all operations in the Parks, Reserves, Monuments, Waysides and Parkways, and state-owned waters. The following personnel is recommended: Landscape Architect, Plantsman, Field Assistant, Naturalist and Assistant Naturalists, Conservation Officers, Custodians and Caretakers.

Landscape Architect

To be retained on a consulting basis when problems arise which require his services.

Plantsman

Under the supervision of the Chief of the Division. He will be responsible for all planting, tree maintenance, etc.

Field Assistant

His duties will be inspections, investigations, sand and gravel permits, and other duties as assigned by the Chief of the Division.

Naturalist

It is recommended that a full time naturalist be employed to encourage the use of areas, supervise the part time naturalists, and carry on the nature education program during the winter months; and conduct nature training schools for conservation officers and plan displays; and also to conduct programs in those areas in which part time naturalists are not stationed.

Naturalists - part time

To be employed in selected areas during the summer months as may be decided by the Commission.

Conservation Officers, Custodians and Caretakers

To be in charge of various areas, depending on size, location and use.

DEPARTMENT OF FORESTS

This department will handle all matters pertaining to Forests and Forestry as carried on under the supervision of the Commission, and also supervise the nurseries. Personnel - Forester, Assistant Forester, Nurseryman, Conservation Officers in charge of forest areas, Part time Fire Fighters, and Lookouts.

DIVISION OF LANDS AND WATERS

Code of Iowa 1939

Section 1703.47 Divisions of Department

"A division of lands and waters which shall include matters relating to state waters, state parks, forests and forestry, and lakes and streams, including matters relating to scenic, scientific, historical, archaeological and recreational matters."

The Division of Lands and Waters is headed by the Chief of the Division, who is employed by the Director with the consent of the Commission, and at such salary as the Commission will fix.

Chief - V. W. Flickinger

Station - Des Moines

Duties -

Supervision of CCC work carried on by National Park Service Camps, U. S. Forestry Camps, and Soil Conservation Service Camps, in the state park areas. This entails the planning of the work programs, the supervision of the design work, the designing of the project applications, releases, plans, etc., the general development of new areas, and the master plan work, drawing plans and incidentals necessary to the development and revision of various state-owned areas under this division.

General supervision and planning of landscape work carried on in the Division.

Checking with Plantsman, and assisting with setting up the planting program and details thereof - the spraying program - wood control program, etc. Supervision and use of equipment in areas under the jurisdiction of this Division.

Setting up Naturalist program, and selecting proper personnel. Supervising the editing of nature bulletins which are available for distribution.

Setting up specifications for the purchase of equipment and supplies necessary in the state parks, preserves, etc.

General supervision of forest matters, setting up programs, and matters incidental to their administration.

Setting up park road program and contract with Highway Commission in carrying on this work in a cooperative agreement.

Supervision and charge of the issuance of sand and gravel permits, and permits to remove ice and other native material.

General supervision of navigation, boat inspection, dock permits, etc. Recommendation of personnel matters insofar as the Division of Lands and Waters is concerned.

Supervision of concessions, issuance of concession contracts and incidentals pertaining to the operation of the concessions.

DEPARTMENT OF PARKS, etc.

Landscape Architect -

The general landscape planning and development plans will be supervised by the Division Chief. Detailed drawings and development requiring landscape service will be handled by the Landscape Architect in the Central Design Office; also, by landscape architects attached to CCC Camps. Some consulting service may be requested from Iowa State College.

Field Assistant - T. L. Manley Station - Colo

Duties-

Assistance to the Chief of Lands & Waters Division in the supervision and maintenance of all state parks, preserves, etc.

Assistance in selection and purchase of supplies and equipment used in the state parks and preserves.

Assistance in selection and direction of extra help.

Inspections.

Investigations.

Inspection as required by law before the issuance of sand and gravel permits.

Farm land management and handling of farm leases in state parks and forest areas.

Collection of rents, deposits, fees and royalties due this Division.

Obtaining fencing agreements.

Assistance on ice leases.

Plantsman - W. A. Rush
Station - Des Moines

Duties -

Supervision of landscape planting projects in State parks and preserves except those under the direction of the National Park Service CCC Camps. This includes NYA, WPA and school class projects as well as projects where we employ the labor. Ordering and inspection of all materials used on these projects, such as plants, fertilizers, mulching, etc.

Supervision of all forestry and erosion control plantings in state parks. Supervision of tree and shrub distribution to state parks, and fish and game department projects from the State Forest Nursery at Ames and the Federal nursery at Koo-sauqua. Ordering and inspection of all grass seed for state parks and supervision of the planting of it.

Supervision of maintenance of plantings made in state parks.

Supervision of pruning and tree trimming in state parks.

Supervision of tree surgery work done in state parks.

Marking and supervising the removal of diseased trees in state parks. Supervision of shade tree spraying and ordering and inspecting all materials, supplies and equipment necessary to carry on the project.

Supervision of noxious wood spraying. This also includes the ordering of all supplies, materials and equipment necessary to carry on the work. Establishing and supervising the operation of small holding nurseries for raising landscape materials for state park plantings. At the present time there are four of these in existence.

Supervision of tree and shrub seed collection from state parks for the State Forest Nursery at Ames.

Supervision of a grass seed collection program in state parks. Keeping the necessary records and compiling a report on planting, spraying and related work for the biennial report.

Assisting the landscape architect in making landscape plans for areas within state parks and checking all plans before they are submitted for approval.

Making initial surveys in some instances for planting projects.

Selecting, marking and supervising the removal and trimming of trees for vistas.

Aiding park custodians and conservation officers in identification of plants and instructing them in propagation and planting.

Aiding custodians and conservation officers in conducting field trips for various organizations.

Making inspections of park conditions and reporting the same for all parks visited while in the field.

Boat Inspector - Verne Petersen
Station - Clear Lake

Duties -

Mr. Petersen's duties are provided by law as follows:

"The boat inspector shall have the power and authority to determine whether the boat is safe for the transportation of

passengers and upon what waters it may be used, to determine and designate the number of passengers, including crews, that may be carried, to determine whether the machinery, equipment and all appurtenances are such as to make said boat seaworthy where used and equipped as provided herein, and such other matters as are pertinent. * * *

Any person desiring a pilot's or engineer's license shall file with the commission an application therefor upon forms prepared and furnished by the commission. Such license may be issued by the boat inspector or inspectors aforesaid. Before the boat inspector shall issue such license, he shall investigate the competency of the applicant, his acquaintance with and experience in boat work, his habits as to sobriety, his mental and physical qualifications for the work, his acquaintance with the waters for which application to operate upon is made, his familiarity with the laws and regulations pertaining to boat operation, and all other pertinent matters * * *"

In addition to this it is necessary for Mr. Petersen to carry out the job of Lake Custodian at Clear Lake,

During the winter Mr. Petersen is engaged in checking on the ice removal permits, and making recommendations for their issuance. As soon as the ice is removed it is necessary for him to measure the ice houses to check on the correct amount of ice removed under each permit, and to make collection therefor, or arrange for such collection.

The Lakes Custodian must be able to handle any kind of boat under any emergency, be willing to go out into the lake during terrific storms when necessary, be a good swimmer, and know the methods of life saving. He must also warn people on the lake of approaching storms, and other dangers on the lakes; enforce the navigation laws in a courteous but firm manner, and when necessary his services must be available at any hour of the day or night.

Naturalist - Full time during season
Station - To be assigned

Qualifications -

Graduate of recognized school with training in Natural Sciences, History, Geology, etc. - a nature lover - good personality, and capable of meeting public.

Duties -

In charge of naturalist program for all areas under the jurisdiction of this Department.
Set up and carry out program of some type for all areas.
Supervise part time naturalists.
Edit nature notes, and have them ready for use.

Conduct training school for conservation officers which will enable them to carry on a program in areas which do not have a part time naturalist.

Prepare and carry on programs in areas and sections not having a naturalist.

Set up and maintain trailside museums of bulletin board type in various areas.

Museums in areas which have part time naturalists.

Cooperate with nature education in various schools, clubs and groups.

Interview and train new part time naturalists.

Part Time Naturalists - As authorized
Station - As assigned

Qualifications -

Graduate students with training in Natural Science, the same as the Chief Naturalist. Time being given for research work. May be science teacher from High Schools or Junior Colleges who are interested in this field of work.

Duties -

Nature interpretation in park areas to which they are assigned. Other duties as outlined by Chief Naturalist.

DUTIES OF LANDS AND WATERS DIVISION
Conservation Officers, Custodians and
Carotakers

Conservation Officers assigned to park areas will have duties as follows effective this date:

1. Maintenance of area. This, of course, covers all the details concerning the maintenance of the area, including items ordinarily classed as maintenance.
2. Assistance with technical staff in development of area.
3. Supervision of special project unless a supervisor is provided.
4. Cooperation with the Assistant Forester in the supervision of forest lands. This will apply where forest areas are situated.
5. Cooperation with the Fish and Game Division.
6. Participation in seed collection program.

Custodians assigned to park areas will have duties as follows effective this date:

1. Maintenance of area.
2. Assistance with technical staff in development of area.
3. Supervision of special projects unless a supervisor is provided.
4. Participation in seed collection program.

Caretakers assigned to park area will have duties as follows effective this date.

1. Maintenance of area.
2. Participation in seed collection program.
3. At various times members of the staff of this Division will undoubtedly outline other items pertaining to maintenance and duties as required.

DEPARTMENT OF FORESTRY

State Forester - Professor G. B. MacDonald

Station - Ames

Qualifications - Training in Forestry, together with general forestry problems.

Duties - To be in complete charge of all activities of the forestry program, and to be responsible for forestry legislation, and recommendations for the forestry program.

Assistant State Forester - Harold Bjornson

Station - Des Moines

Qualifications - Graduate of Forestry School, and familiar with forestry problems.

Duties -

Consultant on technical matters.

General control of nurseries.

Forestry legislation - State and National.

Policy of procedure.

Land Acquisition.

Acting Administrator for State Forests.

- (a) Timber management.
- (b) Game management.
- (c) Soil and water conservation.
- (d) Limited recreation.
- (e) Fire control organizations in the state.
- (f) Public relations.
- (g) Limited research.
- (h) Leasing of crop or pasture land in conjunction with Field Assistant.
- (i) Operations - roads, etc.

Active cooperation in Farm Forestry projects, with Soil Conservation Service and Extension Service.

- (a) Assist in technical work when able, upon call of Farm Forester.
- (b) Administration of Farm Forestry project.

Assist in technical work in state parks when requested.
Nursery supervision.

Nurseryman -

Station - Ames

Duties - Manage the State Forest Nursery at Ames, and also the State Nursery at Keosauqua. Propagate all stock, assign and fill orders which are received. Have complete charge of nursery. Hiring of extra help, and general operations of nursery.

Qualifications - Training in forestry, and familiar with nursery experience.

Fire Fighters and Lookouts -

These would be men which would be selected during critical times throughout the season, and would be assigned as required by the State Forester to handle matters pertaining to fire control and fire fighting.

It is recommended that a skeleton setup be made, and that arrangements be made whereby the personnel could be spoken for ahead of time, and would be available in cases of emergency, so a sizeable crew could be assembled if a fire broke out in any area.

Conservation Officers -

It is planned to use conservation officers in vicinities where possible to assist in the work of fire control, patrol and other duties incidental to the administration of forests in the various territories.

POLICIES ADOPTED BY STATE CONSERVATION COMMISSION
EFFECTIVE JULY 1, 1941

Lands and Waters Division

1. Old Age Retirement - Effective two years from July 1, 1941, all employees of the Lands and Waters Division 70 years of age, or over, shall be retired. The Division regrets that it has no retirement plan for its employees. To maintain a standard of efficiency in the personnel of this Division it is necessary to replace those men of 70 or over with other men. With this announcement, those men now 70 years of age, or over, are given two years in which to make their plans for retirement on July 1, 1943. Those men not 70 or over are notified with this order that effective July 1, 1941 upon reaching the age of 70 they will be automatically retired at the time of their 70th birthday. This policy is to stand unless an emergency changes the situation.
2. Electricity - Effective July 1, 1941, the Commission will discontinue the furnishing of fuel for cooking purposes. Those conservation officers now using electric stoves for which the Commission has been furnishing electricity, will be required to assume the cost of such energy. The Commission will continue to furnish the energy for the pumping of water, lights, electric iron and refrigerator. In those cases where residences are furnished outside the Park, the Commission will pay only the minimum bill. All in excess of the minimum will be assumed by the individual.
3. Water - The Commission will continue to furnish the water for the residences.
4. Telephone - The Commission will continue to furnish telephone service. Long distance calls must be kept to a minimum.
5. Probation - All new employees shall be on probation for one year.

Administration Division

1. "Outdoor Iowa" - A quarterly printed publication to replace the mimeographed publication "Outdoor Iowa" will be adopted. In addition, news releases will be given out as the occasion arises, thereby releasing "spot" news to the newspapers of Iowa; the radio broadcast will be retained; and the program for the provision of visual aid to organizations and the fieldmen will be increased and expanded.

2. Purchases - Purchases will be centralized through the Division of Administration, and will be in the charge of one man who shall be directly responsible to the Chief of the Division. The latter shall check and sign all purchase orders and approve such transactions as he has in the past. A limit of \$10.00 shall be placed on purchases in the field without office approval, except in emergency cases.

Fish and Game Division

1. Outside Employment - All full-time employees of the Fish and Game Division shall be required to devote their full time to the position they hold with the Commission, and shall not be engaged in any other business that requires a part of their time.
2. Fuel, Lights, Electricity - All employees of the Fish and Game Division living in state-owned houses shall be required to furnish their own fuel for the house; water shall be provided by the Commission; lights and electricity for iron, washing machine and refrigerator shall be supplied by the Commission; and all electricity used for cooking or heat shall be paid for by the employees.
3. Old Age Retirement - Effective two years from July 1, 1941, all employees of the Fish and Game Division 65 years of age, or over, shall be retired. The Division regrets that it has no retirement plan for its employees. To maintain a standard of efficiency in the personnel of this Division it is necessary to replace those men of 65 or over with other men. With this announcement, those men now 65 years of age, or over, are given two years in which to make their plans for retirement on July 1, 1943. Those men not 65 or over are notified with this order that effective July 1, 1941 upon reaching the age of 65 they will be automatically retired at the time of their 65th birthday. This policy is to stand unless an emergency changes the situation.
4. Probation - All new employees shall be on probation for one year.

Additional policies may be adopted from time to time, and they will be sent out as they are approved by the Commission.

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