

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>General Curator</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BH04</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Zoo</u>

PRIMARY PURPOSE:

Plans, organizes, administers, and directs the animal collection and animal handling staff for the Dickerson Park Zoo. Responsible for strategic collection planning.

SUPERVISION:

Under the general supervision of the Zoo Superintendent; supervises Senior Keepers and assigned staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, coordinates, and directs employees and the work activities in the animal collection operation for the Dickerson Park Zoo.
2. Supervises and directs the work of Senior Keepers and assigned staff including completing performance evaluations, recommending and implementing necessary disciplinary action, and participating in and making recommendations regarding hiring decisions of staff.
3. Provides direction to zoo employees and volunteers regarding animal care decisions and activities; coordinates with veterinarians and subordinates regarding proper animal care and medical treatment.
4. Manages procurement and disposition activities for the zoo's animal collection and follows required accreditation standards.
5. Obtains Federal and State licenses and permits as required for zoo operation and is responsible for the maintenance of an animal inventory and records system.
6. Prepares necessary written and verbal reports as well as a variety of correspondence; makes presentations as required.
7. Cooperates with academic institutions and others to encourage, develop, and implement research programs within the zoo.
8. Examines opportunities for zoo development in both the physical plant, operational procedures, and services to the public and makes recommendations for change; develops implementation programs as necessary.
9. Develops, implements, and oversees staff training programs.
10. Participates in public relations activities by working with news media, service groups, and professional organizations.
11. Participates in education activities by conducting programs for school groups and others.
12. Participates in the design of new exhibits and facilities and for improvements of existing facilities.
13. Assumes responsibility for all zoo activities and serves as liaison to the Friends of the Zoo Board of Directors in the Zoo Superintendent's absence.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.
2. Travels to various on- and off-site locations utilizing pick-ups or other light vehicles and equipment to deliver, transport, or obtain animals, feed, materials, equipment and supplies.
3. Serves as a tour leader on Friends of the Zoo sponsored Wildlife Safaris.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods, and procedures as it relates to domestic, native, and exotic animal care, procurement and disposition of animals; fiscal administration; modern management techniques; and federal and state regulations for licensing and permitting requirements.

Abilities

Effectively plan, organize, supervise, and direct the animal activities and animal care staff for the Dickerson Park Zoo; prepare clear and comprehensive reports; make effective presentations; make effective decisions and recommendations and utilize sound, independent judgment; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, outside agencies, the media, and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from and accredited college or university with a Bachelor's Degree in Zoology or a related field, plus three years of professional work, experience in a marine or zoological park, of which at least one year has been a responsible supervisory capacity. Professional work experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, kneeling and reaching to both ground level and overhead; must be able to lift, carry, push, and pull up to 25 pounds; holds and grips objects. Must be able to observe animals and facilities to identify potential problems or necessary action.

Working Environment

Both indoor and outdoor working environment with exposure to extreme weather conditions and temperatures, as well as dust and pollen when making field inspections or working with animal issues outdoors; exposure to safety hazards associated with caring for animals such as injuries resulting from bites or other physical contact; susceptible to strong odors, fumes, poor lighting, and cramped spaces. Possible exposure to disease due to caring for animals.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, incumbent must possess a valid Missouri Motor Vehicle Operator's License. Mileage reimbursement is available if incumbent operates personal vehicle in order to carry out job duties.

Last Revision: February 13, 2012

GENERAL ORDINANCE NO. 5708

Comments: Updated Abilities

Date: August 2007

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____