

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Superintendent of the Zoo
Sch & Grade PAT-12
Class Code AC27
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Zoo Series

PRIMARY PURPOSE:

Plans, organizes, administers and directs the administrative and operational activities for the Dickerson Park Zoo.

SUPERVISION:

Under the general supervision of the Assistant Director and Director of Parks and Recreation.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, coordinates and directs employees and the work activities for the Dickerson Park Zoo which includes responsibility for the animal collection, fiscal and fundraising activities, physical plant operation, as well as grounds and construction projects.
2. Provides direction to zoo employees and volunteers regarding animal care decisions and activities; coordinates with consulting veterinarians and subordinates regarding proper animal care and medical treatment.
3. Oversees procurement activities for the zoo's animal collection and follows required accreditation standards.
4. Examines opportunities for zoo development in both the physical plant and in services to the public and makes recommendations for change; develops implementation programs as necessary.
5. Prepares, manages, and monitors the Zoo's operating budget and manages fiscal activities for Friends of the Zoo (FOZ).
6. Creates and makes preliminary designs for proposed new exhibits and for improvements of existing facilities.
7. Serves as Executive Director of FOZ which includes a wide range of responsibilities such as fundraising, grant research and writing, attending board meetings and working with subcommittees, as well as promoting special events and activities.
8. Prepares necessary written and verbal reports as well as a variety of correspondence; makes presentations as required.
9. Cooperates with academic institutions in the utilization of educational and research opportunities regarding zoo related subjects; encourages, develops, and implements research programs within the zoo.
10. Serves as public relations liaison with news media, service groups and professional organizations.
11. Obtains Federal and State licenses and permits as required for zoo operation and has administrative responsibility for the maintenance of an animal inventory and records system.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.

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 exotic animal care; fiscal administration; modern management techniques.

Abilities

Plan, organize, and direct the employees and activities for the Dickerson Park Zoo; prepare clear and comprehensive reports; make effective presentations; 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; 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 an 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 two years has been in 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.

Working Environment

Both indoor and outdoor working environment with exposure to extreme weather conditions, dust, and pollen when making field inspections or working with animal issues outdoors.

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 21, 2012	GENERAL ORDINANCE NO. 4577
Comments:	Updated Abilities	Date: January 8, 1996

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:** _____