

JOB TITLE
Zoo Manager (MM)

JOB CODE
05480

DEPARTMENT
Parks, Rec. & Comm. Svcs

TITLE OF IMMEDIATE SUPERVISOR
Executive Director, Parks, Recreation
& Community Services Agency

JOB SUMMARY

Under general administrative direction of the Executive Director of Recreation and Community Services Agency, plans and administers all aspects of zoo operations including animal selection and breeding, exhibit development, marketing, public relations and fundraising. Provides liaison with Friends of Santa Ana Zoo.

<u>TASK #</u>	<u>DESCRIPTION</u>	<u>PERCENT</u>
1	Provides direction and leadership in the operation of an accredited zoological park to ensure the physiological and psychological maintenance, including health care, of a collection of mammals, birds, reptiles, fish and invertebrates.	
2	Plans and develops animal exhibits that reflect contemporary architectural and zoo exhibit design standards, and the stated theme of the zoo's masterplan.	
3	Provides direction for the development and implementation of public education programs to disseminate natural history information and encourage a conservation ethic.	
4	Ensures the maintenance and repair of zoo grounds, buildings, property and exhibits by zoo maintenance staff and the coordination of this work with park maintenance staff.	
5	Prepares various reports and operating budgets and controls expenditures.	
6	Works with Agency staff, outside agencies and Friends of Santa Ana Zoo in marketing, public	

relations and fundraising projects for the benefit of the zoo, its programs and capital improvements.

- 7 Serves as the chief spokesperson for matters concerning the operation of the zoo and the animal collection, does public speaking to schools, civic and business groups, and community organizations, and prepares articles for publication.
- 8 Provides liaison to other community and civic organizations, chambers of commerce, and cultural alliances.
- 9 Promotes development of zoo staff, team building and staff communication.

RECOMMENDED MINIMUM QUALIFICATIONS

Experience and Education: Three years full-time paid professional experience as a zoo director, assistant zoo director, zoo veterinarian, curator or assistant curator, or any combination of experience which provides the knowledge and abilities listed below. Graduation from a recognized four-year college or university with specialization in zoology, biology or closely related field may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Zoology as required for animal maintenance programs including: nutrition, exhibit requirements, physiological and psychological needs of zoo animals; animal husbandry; animal health; zoo management and supervisory principles and practices; trends in the zoo and conservation fields.

Ability to: Plan, organize, staff, direct and control the human resources necessary to operate a zoological park; prepare budgets and interpret financial information; prepare technical reports and articles for publication; speak effectively before groups; develop and maintain effective relationships with other employees, special interest groups and the public.

ORGANIZATIONAL RELATIONSHIPS

Executive Director, Recreation & Community Services Agency

Zoo Manager

Park Superintendent

Senior Recreation Supervisor - Recreation

Senior Recreation Supervisor - Youth Guidance Services

Community Services Supervisor

Community Events Supervisor

Class title established per Council Resolution No. 85-117,
effective 10-1-85

Revised 4/93