ASHEVILLE, NORTH CAROLINA

Classification Specification

Education Curator
Job Code: 5135
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to supervise operations and staff involved in providing customer service, guest education, summer camps, and special events at the City's nature center.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and Manager, Nature Center; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Manager, Nature Center; and updates and

maintains department procedure manuals.

Develops, implements, and updates policies and procedures for the center's customer service and environmental education programs, including formal and informal interpretive educational experiences, ambassador animal program, volunteer program, and front desk operations: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; oversees, directs, implements, and evaluates curriculum, program delivery and teaching, classroom management, marketing, scheduling, public speaking, animal handling, record keeping, data analysis, habitat maintenance and construction, animal care and training, cash handling, point of sale systems, etc.; monitors implementation of standard operating procedures and rules and regulations; and updates policies and procedures as required.

Develops, recommends, and implements budget for area of assignment: recommends budget allocations for staffing, equipment, education services and programming, capital improvements, and other expenditures; oversees and purchases needed supplies and equipment; and monitors expenditures to ensure compliance with approved budget.

Organizes operations and staff of nature-based summer camps for children: manages safety of campers, including emergency standard operating procedures, live animal encounters, hikes, swimming, group management in crowded areas, and related hazards; establishes and enforces operational protocols; develops curriculum; communicates with families; coordinates marketing efforts; and manages camper registration and health records.

Leads the planning and implementation of special events, including food service, crafts, games, animal programs, and entertainment: coordinates with sponsors, vendors, staff, volunteers, and community partners, as well as other divisions within the Parks and Recreation Department; and develops and delivers engaging activities for visitors surrounding mission-based themes.

Performs public relations duties: participates in and attends meetings, events, advisory boards, committees; provides information and technical expertise; represents the center's interests; coordinates with other zoological facilities, as needed; and provides media interviews regarding center programs, activities, and events.

Operates a variety of tools and equipment to complete essential functions, such as forklift, dump truck, golf cart, gator, tractor, power tools, vehicles, raptor handling equipment, audio-visual equipment, firearms, etc.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to heritage interpretation environmental education, and animal care; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, subordinates, other City employees, contractors, vendors, educators, scientists, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, construction drawings, invoices, attendance records, contracts, applications, lesson plans, liability and release waivers, academic guides, promotional flyers, participant registrations, employee performance appraisals, program reports and assessments, budget and financial documentation and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Environmental Science, Education, or a related field required; supplemented by one year of experience in environmental science, heritage interpretation, public relations, customer service, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide formal training to others in specific fields typically involving preparation and/or modification of teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, water hazards, hazardous materials, toxic agents, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.