ASHEVILLE, NORTH CAROLINA

Classification Specification

Animal Curator
Job Code: 5125
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to supervise operations and staff involved in providing daily animal care, habitat maintenance, and guest education at the City's nature center and to coordinate the development of the nature center's animal collection.

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 Operations; 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 animal care program, including husbandry, training, welfare, and safety protocols: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; organizes and conducts safety drills, including animal escape procedures; oversees the lethal response safety program; supervises and monitors all locks and keys for the center and animal exhibits; monitors implementation of standard operating procedures and rules and regulations; and updates policies and procedures as required.

Coordinates veterinary care of center animals: monitors health of animal collection; coordinates animal health care with staff veterinarian or contract veterinarians, as needed; schedules animal examinations; dispenses prescribed medications, including controlled drugs; organizes and maintains inventory of animal health clinic; orders and maintains inventory of medication and supplies for clinic; and processes orders for new and replacement medications and supplies.

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

Supervises and maintains animal inventory and related records: documents animal behavior, environmental parameters, such as temperature, humidity, and water quality, diet administration and consumption, enrichment interaction, and training sessions; records medications given, supplements offered, and changes in health condition; and organizes, enters, and maintains information in hard copy files and animal care databases; and maintains and updates animal inventory records.

Coordinates acquisition, disposition, and transportation of animals: coordinates with other zoological facilities for acquiring or dispositioning animals; coordinators animal transportation; acquires state and national permits, as needed; and oversees and assigns staff to ensure animal safety during transport.

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

Operates a variety of tools and equipment to complete essential functions, such as rake, pitchfork, wheelbarrow, golf cart, dishwasher, refrigerator, freezer, etc.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to animal husbandry and animal care, species survival, conservation, and protection; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, subordinates, other City employees, vendors, the public, media, 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, billing invoices, animal health records, staff vacation and leave requests, research requests, animal care standard operating procedures, Species Survival Plan documents, pedigree records, endangered species files and records, state and national permits, employee performance

appraisals, 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 Animal Science or a related field required; supplemented by one year of experience in animal care, animal husbandry, species survival and conservation; 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 act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

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, texture, 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.