

## CURATOR/EDUCATION COORDINATOR

### DEFINITION

Under the general supervision of the Zoo Director, directs and coordinates activities concerned with the animal acquisition, instructional, exhibitory, research, health and safety public service objectives of the Zoo. Plan, develop, implement and supervise a broad-based public zoo education program. Also performs administrative support responsibilities for budget preparation, planning and zoo operations monitoring. Performs related duties as required.

### EXAMPLES OF DUTIES

Purchases, sells and arranges breeding loans of zoo specimens; prepares permit applications for procurement of exhibit animals; maintains the international species inventory computerized system; performs grant proposal research and writing including appearing at advisory committee meetings to present grant proposals to private foundations and governmental agencies; directs grant research projects; designs and implements research programs to gather information on facility marketing, including zoo visitor profiles, programming, zoological research and related programs; assists in the preparation and publication of the zoo newsletter in conjunction with the Zoological Society Education Committee Chairperson; administers the educational graphics program, including supervising the research, design and preparation of graphics by private consulting firms; designs zoo educational programs including training personnel, developing, participating and coordinating presentations and programs with public groups; recruits, trains and supervises educational volunteers in conjunction with the Zoological Society, assists local school systems with curriculum development in the technical areas of zoology, endangered species and related topics; analyzes current federal and state regulations affecting the operation of the zoo including those of the United States Departments of Interior, Agriculture and Commerce; provides the director with possible courses of action for compliance with applicable regulations; implements policies to ensure compliance with applicable regulations and prepares compliance reports; monitors pertinent budget account balances, performs budget analyses, develops spending projections and performs cost benefit analyses; performs the duties of the Zoo Supervisor in his/her absence; assumes full responsibility for the zoological park operation in the absence of the Zoo Director.

### EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree from an accredited college or university with a major in the biological sciences, animal husbandry or related field and three years of progressively responsible

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GENERAL CURATOR/EDUCATION COORDINATOR (continued)

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experience performing zoo curator responsibilities including the caring for a large collection of diversified and exotic animal species. Curator experience must have involved working directly with federal and state zoological animal regulations.

Knowledges and Abilities: Considerable knowledge of the principles relative to the policies and procedures governing the administration of a municipal zoo, including budgetary planning, development and monitoring; considerable knowledge of federal and state laws and regulations governing the operation of a municipal zoo; thorough knowledge of habits, characteristics, habitats, dietary food and water needs, and other requirements of zoological specimens; ability to supervise and manage a work force; ability to effectively recommend actions relating to personnel; ability to prepare clear and concise reports; ability to recommend the purchase or sale of zoological specimens; ability to deal courteously with and make presentations to the public; and ability to effectively communicate orally and in writing.

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