

# ZOO DIRECTOR

## DEFINITION

Under general administrative direction of the County Executive, plans, organizes and directs the overall operation of the Henry Vilas Zoo; and performs related work as required.

## EXAMPLES OF DUTIES

Responsible for the overall planning, direction and operation of the zoological park including the procurement, care and exhibiting of all animals; directs zoo building and grounds maintenance and improvement; directs the specialized care needed for zoo specimens; directs the preparation, presentation and control of the annual budget; directs and participates in the zoo's public education program with schools, community organizations, news media and the general public; coordinates activities of the Henry Vilas Zoological Society including meetings, reports and fund raising; develops or supervises the development of specifications for capital equipment and services to be purchased; participates with the Public Works Department in the planning and implementation of new construction; advises the County Executive, Zoo Commission and Zoological Society regarding zoo policy questions and initiatives; directs the setting and maintenance of qualitative and quantitative performance standards for all zoo job classifications; evaluates job performance of subordinate personnel; performs personnel actions including hiring and disciplinary actions; supervises the administration of union contracts for zoo bargaining unit personnel including grievance handling.

## 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 zoology, another biological science (or related field), recreation facility management, business administration or related field and five years of responsible management experience in the operation of an American Zoo and Aquarium Association accredited Zoological Park preferably at an Assistant Director or Director level or five years responsible management experience in the operation of a major department within municipal, county or state government.

Knowledge, Skills and Abilities: Considerable knowledge of administrative practices and procedures for the management of a municipal zoological park; considerable knowledge of federal and state laws and regulations governing the operation of a municipal zoo; extensive knowledge of zoo animal species characteristics; knowledge of supervisory methods and techniques; effective oral and written communication skills; ability to make oral and written presentations including public addresses and news media releases; considerable ability to establish and supervise fundraising programs; and ability to establish and maintain effective relationships with federal, state and local agencies as well as with business and civic officials and the general public.