



## JOB DESCRIPTION

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**TITLE:** Zoo Director

**REVISED:** December 2020

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**GENERAL PURPOSE:** Plans, coordinates, manages and directs Roosevelt Park Zoo operations, activities, and personnel.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the Zoo's daily operations including administration, collection management, public education, and building and grounds maintenance.
- Monitors and ensures the Zoo and animal collections are properly maintained and provide for the enjoyment and education of the public.
- Works directly with Administration staff in the development and implementation of short- and long-term plans for projects in the Zoo including construction, building and grounds maintenance, and/or animal transactions.
- Develops and administers the Zoo's budget; monitors and authorizes expenditures.
- Supervises and participates in fundraising activities; secures and administers grant funding.
- Hires, supervises, trains, and monitors the performance of assigned personnel; ensures staff compliance with zoo policies, procedures, and safety practices.
- Ensures zoo staff receive all the necessary safety training regarding equipment operations and protocols for working around exotic animals.
- Oversees the collection's veterinary health functions including medical treatments and the administration of animal medications.
- Monitors and ensures compliance with all Federal and State laws, regulations, rules, and standards pertaining to zoo management and exotic animal care.
- Coordinates inspections and maintains all required permits and accreditations necessary for the operation of the Zoo.
- Responds to public inquiries, requests, and complaints regarding zoo related matters.
- Serves as a spokesperson for the Zoo and delivers presentations too community groups and organizations regarding zoo operations.
- Assists with and participates in special events and promotional activities for the Zoo.
- Coordinates with administration staff and other District departments in planning and implementing zoo projects.

- Attends meetings and/or serves on committees pertaining to zoo management, construction, and development.
- Prepares and maintains a variety of departmental reports, records, and documentation.
- Performs other duties as assigned or required.

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### **Zoo Director**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Zoology, Veterinary Medicine, or related field, AND five years' experience directing zoo operations and working with exotic animals; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- Must possess a valid North Dakota Driver's License.

##### **Required Knowledge of:**

- Principles and practices of zoology and veterinary medicine.
- Zoo operations and management principles.
- Regulations and standards governing zoo management.
- Exotic animal breeding, care, and feeding principles and processes.
- Safety protocols pertaining to the handling and care of exotic animals.
- Building and grounds maintenance principles, practices, and equipment.
- Processes for developing and implementing budgets.
- Supervisory principles, practices, and methods.

##### **Required Skill in:**

- Directing and coordinating the District's zoo operations.
- Ensuring the Zoo's animal collection is properly cared for and facilities are appropriately maintained.
- Maintaining compliance with regulations and standards governing zoo management.
- Developing and implementing zoo plans, policies, procedures, and programs.
- Overseeing and coordinating the Zoo's veterinary health function.
- Serving as a spokesperson for the Zoo and interacting with the public.
- Developing and administering budgets and monitoring expenditure.
- Supervising, leading, and delegating tasks and authority.

##### **Work Environment:**

- Work is performed in and around zoo facilities and involves exposure to extreme weather conditions, contact with exotic animals, and lifting of objects weighing up to 50 pounds.