

Job Description

Job Title: General Curator
Reports To: Executive Director
FLSA Status: Exempt

SUMMARY

Under general supervision, the General Curator will oversee the care of 250 animals representing 90 species and implement policies and procedures relevant to the specimen collection in an AZA accredited zoo. The General Curator will schedule, assign and direct all personnel involved in the care of the animal collection and review, hire and oversee the training of new keeper staff. This individual will orchestrate all aspects of animal care including but not limited to: acquisition, disposition, husbandry, enrichment, implementation of balanced and nutritional diets, translocations, medical procedures, and vaccinations. He or she will collaborate with management staff on exhibit designs and renovations; assist in monitoring the Institutional Collection Plan and assist the Director of Conservation and Education in overseeing all public animal programs. The General Curator will insure the zoo maintains all local, state, and federal permits, help lead the Emergency Response Team, schedule safety drills and participate in the Facilities/Safety Committee with fellow department heads.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as a liaison between Executive Director, Director of Facilities, veterinarians, animal care staff, maintenance staff and Registrar regarding animal health, care, and exhibits.
- Conduct interviews of prospective employees, train and evaluate current employees.
- Weekly inspections of all keeper work areas.
- Lead others in the research and development of new exhibits and renovations.
- Initiate and participate in a variety of conservation minded programs inside and outside of AZA.
- Play a primary role in assisting with veterinary procedures, immobilizations, and translocations.
- Provide guidance on appropriate daily data collection within all animal care areas.
- Read keeper daily summary reports to stay informed of animal health changes and needs within the animal care department.
- Oversee Registrar and maintenance of all animal related record keeping ensuring records are being kept properly.
- Work directly with the Executive Director in organizing the efforts of the Emergency Response Team.
- Responsible for learning the use of chemical restraint equipment, dart guns, and lethal means.
- Possess a working knowledge of and maintain all state and federal permits required for the legal exhibition, acquisition, and disposition of the animal collection. Apply for new permits as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be able to work as part of a team.
- A minimum of three years of experience in a supervisory role and demonstrate a proven record of animal husbandry, enrichment and exhibition of a variety of mammals, birds and reptiles, including venomous species.
- General knowledge of all animal phylum and their characteristics and habits.
- Awareness of current animal issues in and outside the wild.
- Ability to successfully manage the animal collection.
- Knowledge of annual budget process and ability to manage departmental budget.
- Must have the ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- The ability to supervise a team of 16+ staff.
- Ability to interview, hire, and train employees; plan, assign, and direct work; appraise performance; reward and discipline employees; address complaints and resolve problems.
- Must have an understanding of exhibit design and construction.
- Must be able to recognize any deficiencies in exhibit or animal holding facilities.
- Must have the ability to prioritize issues affecting animals and staff.
- Knowledge of AZA accreditation, principals, ethics and practices.
- A basic knowledge of veterinary procedures and vaccinations.
- Knowledge of the laws and permits regulating animal acquisition, disposition, exhibition, husbandry standards, and transportation within the U.S. and abroad.
- Knowledge of concepts, principles, and practices of zoo record keeping methods and collection management standards.
- Working knowledge of ZIMS.
- The ability to responsibly handle the duties associated with the Emergency Response Team or willingness to learn.
- Must possess a valid Florida driver's license and maintain a safe driving record. If Naples Zoo's insurance carrier deems the holder of this position uninsurable, termination may result.
- Attention to detail.

SUPERVISORY RESPONSIBILITIES

Supervises the Registrar and animal care staff. Work is performed under the direction of the Executive Director. Additional guidance is received through established policies and procedures, plus verbal and written communications.

EDUCATION and/or EXPERIENCE

This position requires a Bachelor's degree or higher in zoology, biology or related field. Partial schooling on the university level, attending AZA Professional Development courses and practical experience may be substituted for a full degree.

LANGUAGE & MATH ABILITY

- Read and understand policy and procedures manuals, scientific and educational texts, equipment instructions, professional articles, statistical analyses, research documents and business correspondence.
- Prepare budget documents, correspondence, professional papers, magazine articles and miscellaneous reports with proper format, punctuation, spelling and grammar.
- Must be able to speak with and before others with poise, voice control and confidence. Participate in scheduled programs within the Zoo as needed.
- Fluency in Spanish is a plus.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida state driver license and safe driving record.
- Recent tetanus shot.
- Negative TB test.
- CPR/First Aid certification or obtain within first year of hire. Will be recertified annually.

PHYSICAL DEMANDS

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects or controls. The employee is frequently required to sit, walk distances, and stand for long periods. The employee must be able to run, climb, balance, stoop, bend, kneel and crouch.
- The employee must be able to drive a vehicle and bicycle, swim, and operate a canoe.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AVAILABILITY

The General Curator position is a salaried position based on a 5 day/40 hour workweek/2,080 hour work year. Normal working hours are from 8:00 am to 5:00 pm. This position must be able to work flexible hours, including weekdays, weekends, holidays and evenings.

WORK ENVIRONMENT:

A percentage of duties are performed outdoors in the various weather conditions that Southwest Florida offers. These conditions range from rain, wind, cool to cold weather, and extreme heat and humidity. It is possible the employee will be exposed to dust and harsh chemicals that if not handled properly may present a health hazard. The noise level in the work environment is usually moderate.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Naples Zoo, Inc. reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an “at will” position with the Naples Zoo and in no way constitutes a written or implied contract of employment.