



Career Service Authority
Zoo Curator

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Assists in the overall administration of the Denver Zoological Gardens through supervision of subordinate employees in the exhibition and care of animals.

DISTINGUISHING CHARACTERISTICS

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Supervises two or more first level supervisors.

ESSENTIAL DUTIES

Initiates and/or coordinates all animal acquisitions and dispositions and ensures their compliance with the Zoological Foundation's collection policy.

Acquires and maintains various permits to ensure compliance with all local, state and federal regulatory agency requirements relative to the acquisition and maintenance of animals.

Coordinates Registrar's functions which entail maintaining various permits, animal collection, genetic, demographic and Conservation reports.

Compiles information on breeding, births, deaths, transfers and husbandry research.

Participates in the planning, design and inspection of all animal related capital projects at the zoo.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Initiates, coordinates and supervises all Animal Division research and/or conservation projects.

Conducts lectures and supervises the preparation of educational material for publication or display.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisor and/or staff.

Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences and long range development of employees.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and among the public.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Influencing/Negotiating - Persuades others; develops networks and coalitions; gains cooperation from others to obtain information and accomplish goals; negotiates to find mutually acceptable solutions; builds consensus through give and take.

Planning and Evaluating - Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

Knowledge of the practices and techniques used in the selection, acquisition and breeding of zoo specimens.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of federal and state requirements placed on the agency sufficient to be able to ensure compliance and make necessary changes where needed.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Skill in researching and compiling information common to the field.

Physical Demands:

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Ear/hand/foot coordination: performing work through using two or more

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Working Environment:

Subject to many interruptions.

Education Requirement:

Bachelor's Degree in Zoology, Biology, Botany or a closely related field.

Experience Requirement:

Two years of professional experience in an established zoo, or other educational or research institution, exhibiting and caring for wild and exotic animals.

Education/Experience Equivalency:

Additional appropriate education may be substituted for 1 year of the minimum experience requirement.

Licensure and/or Certification:

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/95

ESTABLISHED BY: Monika S. MacRossie

REVISED DATE: 06/28/2009

REVISED BY: Meredith Creme

CLASS HISTORY 6/2009, class specification was put into a new format; competency statements were added and revised.