

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

06-28-85

4300

ZOO CURATOR OF EDUCATION

Summary of Duties: Directs or assists in directing the Zoo Education Section which involves researching, developing and presenting educational programs on Zoo specimens and exhibits to community groups, students, Zoo patrons, and Zoo officials; and does related work.

Distinguishing Features: A Zoo Curator of Education directs or assists in directing the Zoo Education and Information Section which involves developing, presenting, and evaluating educational programs and information on Zoo specimens, their habitat, characteristics and their relationship to people and the environment. The work of a Zoo Curator of Education differs from that of a Zoo Curator in that the former is required to use scientific knowledge of the animal kingdom and teaching experience to develop and implement programs aimed at educating a variety of groups, whereas the latter is primarily concerned with advising Zoo management on the proper care, feeding, and exhibition of Zoo specimens.

Examples of Duties: Plans, directs, and participates in the implementation of the Zoo Education and Information Program; determines through research and conferences with a variety of Zoo officials, volunteer organizations, and institutions, the kinds of educational programs desired by the public; develops, implements and evaluates educational programs at the Zoo; develops and modifies written and lecture material to meet changing educational needs; maintains liaison with resources outside the City which may contribute to the Zoo's educational program;

Determines methods and techniques of presenting educational information including the use of audio visual aids, lectures, brochures, and lesson plans; prepares and supervises the preparation of written scientific lecture material; delivers lectures to Zoo volunteers, the public, students, volunteers, community groups, Zoo professionals and Zoo patrons interested in learning about various species of animals as they exist in their natural environment as well as in captivity; directs the Zoo graphics and photography activities;

Recommends improvements to Zoo exhibits, exhibit layout, and exhibit signs to enhance the public's enjoyment of the Zoo and at the same time impart educational data about Zoo specimens, their habitat, and characteristics; recommends additions to and deletions from the Zoo collection;

Prepares or supervises the preparation of educational articles for publication in papers and Zoo scientific Journals relating to Zoo activities including special Zoo features, new acquisitions and significant events involving Zoo specimens; may prepare or coordinate the preparation of advertising material and may coordinate special events emphasizing the educational and informational aspects of the Zoo;

Evaluates and makes recommendations on budget needs for staff, equipment, material, and supplies for the Zoo Education and Information Section; administers the Section's budget; supervises staff of the Zoo Education and Information Section; prepares reports to management on the activities of the Section.

Qualifications: A thorough knowledge of zoology as required to research, develop, and direct an educational and informational program at the Zoo; a thorough knowledge of effective methods of presenting scientific information regarding Zoo specimens to a variety of groups with varying backgrounds and evaluating the programs; a good knowledge of the functions and organization of a large zoo facility; a good knowledge of laws and regulations relating to affirmative action and equal employment opportunity; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; a general knowledge of Civil Service Commission Rules; a working knowledge of the basic components of existing educational and informational programs in large metropolitan zoos; the ability to direct and coordinate the work of others engaged in implementing a zoo education and information program; the ability to research and evaluate the need for various kinds of zoo educational and informational programs; the ability to prepare lesson plans, speak effectively to groups with varying interests and backgrounds, and to evaluate the results of the presentations; the ability to prepare reports and write articles for publication; and the ability to deal tactfully and effectively with community group representatives, the public, City employees and officials, and professional zoo personnel.

Graduation from a recognized four-year college or university with a major in zoology or biology and one year full-time paid professional experience developing, implementing, presenting and evaluating educational programs at a Zoo, Natural History Museum, or related facility involved in the public exhibition of wildlife.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the

appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.