

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

11/2/90

**SENIOR ANIMAL KEEPER, 4304**

**Summary of Duties:** Cares for exotic mammals, birds and venomous and non-venomous reptiles of the Los Angeles Zoo; observes and reports on animal behavior and conditions for illness, compatibility, imminent birth and other signs reflecting the animal's well-being; maintains the exhibit premises in a clean and aesthetically pleasing manner; answers questions about animals from the general public; may make educational and other presentations before groups and on radio and television; and may provide training and supervision to volunteers and students in caring for animals; assigns, reviews and evaluates the work of employees and performs the more difficult and responsible work in caring for animals; plans, organizes and directs the work of groups of employees caring for animals and maintaining exhibit facilities at the Los Angeles Zoo; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** A Senior Animal Keeper supervises and occasionally works with employees caring for animals and maintaining facilities in a zoo section, and is concerned with employing proper methods in the care of animals. An employee of this class receives general instructions and must exercise good judgment and initiative.

Incumbents in the class of Senior Animal Keeper, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range or supervisory activities including, application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

**Example of Duties:**

- Supervises the day-to-day operation of a zoo section consisting of animal exhibits, relief crews, and the commissary, or assists the Zoo Veterinarian and supervises personnel at the health center;
- Inspects sections regularly during the day;
- Ensures special animal care is maintained;
- Schedules employees hours of work and maintains time cards, records on animals in assigned section and records of food supplies, including hay and grain;
- Reports section activities daily;
- Requests needed section repairs and equipment;
- Performs the more difficult work;
- Communicate equal employment/affirmative action information to employees;
- Apply job related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;

- Assisting employees in preparing for promotion as described in the City's Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

### **Qualifications**

#### **Knowledge of:**

##### **A good knowledge of:**

- Types and characteristics, and habits, food and water needs of the more common varieties of mammals, birds, and reptiles found in a zoo;
- Common minor ailments, diseases and injuries of animals found in a zoo;
- Hazards of working with zoo animals;
- Supervisory principles and practices including: planning, delegating and controlling the work or subordinates;
- Techniques of training, instructing and evaluation of subordinates work performance;
- Techniques for counseling, disciplining and motivating subordinate personnel;
- Procedures of grievance handling;
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;

##### **A working knowledge of:**

- Maintenance requirements of zoo exhibits;
- Use of commercial cleaning compounds and chemicals and their proper application;
- Application of basic First Aid;
- Memoranda of Understanding as they apply to subordinate personnel;
- City personnel rules, policies and procedures.

#### **Ability to:**

- Use common hand tools in making repairs, minor alterations and additions to animal enclosures and cages;
- Maintain exhibits in a neat and appropriate manner;
- Observe and detect changes in the conditions of animals which may indicate imminent birth, illness or conditions which affect the health and well being of the animals;
- Think calmly and react quickly in stressful situations;
- Work independently with minimal supervision;
- Exercise good judgment, recognize urgent or dangerous situations and choose practical solutions;
- Handle dangerous animals alone or in cooperation with others;
- Drive a car or small truck;

- Interact tactfully and effectively with the public and other employees;
- Make presentations and provide information to special groups visiting the zoo, and to the media;
- Enforce zoo rules and regulations, and promote the interests of the zoo;
- Prepare reports and keep operational records;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply sound supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

**Requirements:** Two years of full-time paid experience as an Animal Keeper.

**License:** A valid California driver's license and good record is required.

**Physical Requirements:** Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; body agility and equilibrium to engage in climbing and balancing; back and leg coordination for crouching, stooping, kneeling and crawling; arm, hand and finger dexterity for activities involving reaching, handling and feeling; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the 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, responsibilities, and required qualifications of any position shall be.**