

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

11/2/90

PRINCIPAL ANIMAL KEEPER, 4312

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 Principal Animal Keeper assists the Animal Collection curator in supervising, inspecting, planning and scheduling the work of subordinates. An employee of this class reviews the work of Senior Animal Keepers and Animal Keepers through regular inspections of zoo sections and by review of oral and written reports. A Principal Animal Keeper receives general oral and written instructions from the Animal Collection Curator, who reviews the completed work in terms of results attained.

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

Example of Duties:

- Assigns duties, establishes work procedures and schedules and reviews the work of Animal Keeper and Senior Animal Keeper;
- Supervises the issuance of animal food supplies to subordinates for distribution to animals in their care;
- Requisitions food and supplies from a central store unit;
- May keep records of animal number, species, births, and illnesses;
- Provides guidance for the protection of employees engaged in cleaning, maintaining or repairing buildings and grounds in which animals are housed, including such activities as lawn, shrubbery and tree care, carpentry, plumbing, electrical repair, cement work, and custodial services;
- Inspects such completed work for conformance to standards of animal health and safety;

- Answers the more difficult questions and complaints from the public;
- Resolves cases of public misconduct or mistreatment of animals;
- May give talks to public groups visiting the zoo;
- 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;
- Maintenance requirements of zoo exhibits;
- 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:

- Techniques and developments in exhibiting and training zoo animals and directing public animal shows;
- 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:

- 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 a Senior Animal Keeper.

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

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; 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.