

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

6/28/85

ANIMAL COLLECTION CURATOR, 4308

Summary of Duties: Plans, directs, and coordinates all functions of the Animal Services Division at the Los Angeles Zoo; assists the Zoo Director in planning the overall operation of the Los Angeles Zoo.

Distinguishing Features: The Animal Collection Curator supervises the Animal Services Division at the Los Angeles Zoo including the Bird Section, Reptile Section, and two Mammal Sections, and is responsible for all aspects of the care and exhibition of the collection. Faulty judgment could result in the loss of or injury to the collection. Assignments are received from the Zoo Director in terms of general goals, and work is evaluated in terms of the condition of the exhibits, the health and welfare of exhibited specimens, and the promotion of increased public support. The Animal Collection Curator may act as the Zoo Director in his/her absence and differs from the Zoo Administrative Officer in that the latter has responsibility for Operating Services only and has no scientific function.

Example of Duties:

- Assists in directing all animal services functions at the Los Angeles Zoo;
- Supervises a Zoo Curator of Birds, a Zoo Curator of Reptiles, and animal keeping personnel;
- Assists the Zoo Director in planning the overall operation of the Los Angeles Zoo;
- Represents the Zoo Director before public groups and on civic committees to promote zoo programs and activities;
- Advises and consults with the Zoo Director on the administration and management of the Zoo and in the formulation of policies and procedures;
- Prepares the budget for the Animal Services Division;
- Interviews and makes recommendations to the Zoo Director on the hiring of Division personnel;
- May act for the Zoo Director in his/her absence and on weekends;
- Determines necessary changes in the entire animal collection and evaluates all potential animal transactions;
- Advises and works with the Zoo Veterinarians concerning the care of the collection and in developing various disease prevention programs;
- Assists a Zoo Research Director in the development of research programs;
- Conducts research in areas such as nutrition, breeding, and health;
- Participates in scientific projects;
- Prepares technical and other articles for scientific and commercial magazines and various zoo publications;
- Prepares reports on activities involving exhibited specimens;

- Speaks before scientific, zoological, civic, and private groups concerning aspects of mammal life;
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

For the Mammal Collection:

- Determines food and environmental requirements;
- Develops diets and feeding schedules;
- Selects suitable enclosures, incorporating special environmental requirements;
- Directs changes in diet or surroundings as necessary;
- Inspects zoo buildings, equipment, cages, enclosures and grounds, and effects or recommends changes as necessary.

Qualifications

Knowledge of:

A thorough knowledge of:

- Zoology as required to provide technical and scientific information on the exhibition requirements of specimens, including their identification, food, shelter, and care, and to advise on their selection, collection, breeding requirements, various diseases, and appropriate methods and techniques for disease prevention and control;
- Methods used in conditioning and controlling specimens for public exhibition;
- Principles, practices, methods, and techniques of administration, management, organization, and supervision;

A good knowledge of:

- Current major developments in zoo management and research and of research techniques;
- Hazards of working with zoo animals;
- Safety principles and practices;

A working knowledge of:

- Laws and regulations related to equal employment opportunity and affirmative action.

Ability to:

- Plan, direct, and review the work of subordinate personnel effectively;
- Effect solutions to problems in organization, personnel utilization, and the care and exhibition of the collection;
- Prepare and present oral and written reports and recommendations concisely, completely, logically, and convincingly, and to justify and defend them;
- Prepare technical and other articles for scientific and commercial magazines and various zoo publications;

- Speak before scientific, zoological, civic, and private groups concerning aspects of animal life and the zoo in general;
- Deal tactfully and effectively with visiting dignitaries and guests, the media, the public, department management, City officials, and employees;
- Develop and participate in research programs pertaining to zoo specimens.

Requirements: Graduation from a recognized four-year college or university with a major in zoology, biology, or a closely related field; **and**

Three years of professional zoo experience as an assistant curator, curator, assistant zoo director, zoo director; **or**

Three years as a Senior Animal Keeper are required.

Additional full-time experience at the level of Senior Animal Keeper involving the care, selection, or identification of exotic and wild animals may be substituted on a year for year basis for the required education.

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

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 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.