

## ZOO CURATOR Task List

### *Animal Transactions*

1. Reads animal collection inventory containing information such as number of animals, social conditions, sex ratio, space, bloodlines, and age in order to determine surplus or needed animals which could be bought, sold, loaned, borrowed, or traded in order to maintain appropriate inventory of specimens.
2. Researches the Association of Zoos and Aquariums (AZA) surplus lists or Zoological Information Management System (ZIMS) reports containing information such as number, price, age, sex ratio, and medical problems in order to find zoos with specimens who match the Los Angeles Zoo's surplus or acquisition needs.
3. Contacts the appropriate individuals (e.g. Animal Curator, Zoo Director, or Registrar) by phone or email in order to determine interest and readiness in beginning preliminary negotiations for an animal transaction in order to fulfill the Zoo's collection needs.
4. Writes proposed transactions using Animal Transaction Request Forms to identify pertinent information such as type of transaction, price, party responsible for transportation costs, terms (for loans), and reason acquired or disposed of in order to document the transaction and present information to approving groups such as Zoo staff and the Animal Management Committee.
5. Completes necessary forms (e.g. California Fish and Wildlife permits and United States Customs forms) for approved animal transactions and sends to appropriate State and/or Federal agencies or other party in order to make arrangements for necessary permits, quarantines, medical records, and insurance.
6. Contacts airline (via phone or email) or other common carrier in order to arrange transportation for incoming and outgoing animals.
7. Collaborates with the Chief Veterinarian to schedule quarantines at hospital for incoming or outgoing animals in order to prevent animals from introducing diseases to animals already in the collection.
8. Notifies appropriate Zoo staff (via phone or email) that animal has been shipped or received in order to expedite collection or payment of bills and to maintain accurate records

9. Sends electronic requests for information to various individuals or agencies, or responds to others' requests for information in order to update and maintain animal inventory records, international studbooks, or records on world captive populations (collections of studbooks compiled by staff at other zoos) or to assist the staff at other zoos in doing so.
10. Makes recommendations to Animal Collections Curator on the international captive management of animals and on the availability and potential purchase of animals in order to provide the Animal Collections Curator and Zoo Director with maximum information when making decisions regarding the enhancement of the collection and its breeding potential.

### *Animal Care*

11. Consults with the staff nutritionist to determine specimen nutritional requirements by considering nutritional value, cost, and quality of different foods, and documents types and amounts of food and feeding schedules in order to maximize health, longevity, conservation, and reproduction of specimens in the collection.
12. Determines exhibit environmental requirements by considering factors such as space, habits of animals (e.g. climbing, burrowing, flying, and swimming), temperature requirements (e.g. shade), and public safety, and selects suitable enclosures which incorporate these considerations in order to present the animals to the public in an aesthetically pleasing, safe, and naturalistic setting which enables the animals to exhibit as much of their natural behavioral repertoire as possible within the constraints of the zoo environment.
13. Communicates (via face-to-face, phone, or email) with veterinary staff concerning the care of specimens and various disease prevention programs in order to promote health and conservation of the collection.
14. Inspects Zoo buildings, equipment, cages, enclosures, grounds, and surrounding vegetation and affects or recommends changes or submits job order requests as necessary in order to ensure that physical conditions are safe for the animals and the public, maximizes the animals' visibility, and complies with local, state, and federal regulations (e.g. U.S. Department of Agriculture).

### *Research*

15. Assists in the development of research and research programs by providing records or information to the Director of Research regarding various matters such as animal collection background information, conservation, and the general field of biology and suggests groups of animals to be studied.

16. Writes technical and other articles for scientific and commercial magazines and various zoo publications regarding the animal collection in order to disseminate information to the zoological community and the public.
17. Enters, retrieves, and reviews data from the Zoological Information Management System (ZIMS) in order to maintain accurate animal records.
18. Monitors and interprets animal legislation concerning matters such as animal transportation, care, and endangered species in order to provide input for pending laws and ensure that the Los Angeles Zoo operates in compliance with existing laws.
19. Writes content for various information outlets including the Zoo's website, social media sites, and zoo educational signage in order to inform the general public about animal natural history and conservation.
20. Assists in the preparation of the Zoo's budget by determining needed equipment, materials, and resources relevant to the management of the animal collection; researching costs, quantities, and availability; and discusses these findings with upper management before they are submitted to the CAO's Office or the Greater Los Angeles Zoo Association (GLAZA).

#### *Public Relations*

21. Attends various public relations functions including giving newspaper and television interviews, serves as technical advisor for films and television shows, and answers phones, letter, and email requests from the general public in order to disseminate information to other zoological parks and the public.
22. Makes formal presentations to scientific, zoological, civic, and private groups concerning various aspects of animal life.
23. Acts as tour guide for visiting groups of zoo professionals, City officials, members of the media, very important persons (VIP's), and other dignitaries.

#### *Supervisory*

24. Approves schedules, sick time, vacation, overtime, leave with pay, and other personnel requests in order to accommodate subordinate employees' requests while ensuring adequate staffing.
25. Assigns subordinate employees to strings (i.e. groups of animals) while considering abilities and interests in order to provide satisfactory care to the entire animal collection.

26. Fulfills supervisory Equal Employment Opportunity (EEO) responsibilities such as conducting performance evaluations of subordinate personnel related to their required duties and provides counseling and/or disciplinary action if necessary, recommends training, and prepares all employees for advancement.
27. Confers with subordinate supervisors on daily operations and long-term projects in order to ensure that all work assignments pertaining to animal care and the maintenance of enclosures and adjacent areas are properly completed.
28. Conducts classroom and field training regarding various aspects of the animal collection (such as feeding requirements and proper care) for potential animal keepers and docents in order to ensure that employees and volunteers are properly trained.
29. Plans, schedules, creates questions for, and conducts certification and other interviews and makes recommendations based on these interviews in order to ensure that qualified personnel are hired.
30. Acts as Zoo Administrator on Duty on weekends by utilizing status reports from all Los Angeles Zoo divisions in order to obtain sufficient information to make appropriate decisions on various Zoo matters.
31. Answers phone calls from staff to resolve issues and concerns and visits the Zoo during emergency situations in order to ensure that correct measures are taken.
32. Collaborates with City, State, and Federal agencies in the identification, care, and disposition of confiscated specimens.