

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED DECEMBER 2007  
SALARY SCHEDULE: #85  
RANGE: 14.0  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**ZOO MANAGER - CALM  
(California Living Museum)**

**DEFINITION**

Under general supervision, to manage, direct and coordinate the activities of CALM;

to coordinate activities with KEEP/CALM Director;

and to provide assistance to CALM staff.

**EXAMPLES OF DUTIES**

Supervise CALM staff;

assign work activities, projects and programs, including maintenance of work schedules;

oversee and participate in the establishment and implementation of the departmental work plan;

participate in recommending the appointment of personnel;

provide or coordinate staff training;

work with employees to correct deficiencies and implement discipline procedures when necessary;

review and screen incoming and outgoing correspondence and communications routed to Zoo Manager and other CALM staff;

assist in the development and implementation of policies and procedures;

assist with budget planning and expenditure control;

assume primary responsibility for the acquisition of new specimens;

prepare annual USDA and USFW reports;

maintain a variety of permits records and files, which may include budget, expenditure, payroll, gift shop activity, U.S. Fish and Wildlife, California Department of Fish and Game, and a variety of other related permits, records and files associated with the operation of CALM;

maintain a good working relationship with other governmental agencies;

buying merchandise appropriate to CALM'S mission with input from appropriate staff and/or volunteers;

assume a leadership role in public relations, marketing and fund-raising for CALM;

offer assistance and information to individuals who are, or are interested in becoming, CALM supporters;

assist in the effort to provide public awareness of projects through news releases and community events;

disseminate information to various national and local organizations, as well as members;

recommend corrective action as necessary to resolve complaints;  
answer questions and provide information to the public, including the preparation of a newsletter;  
perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Marketing, public relations and fund-raising;

animals indigenous to Kern County and California;

proper care, handling and restraint of animals;

principles and practices of supervision.

### Ability to:

Organize, direct and administer the CALM program;

supervise and train assigned staff;

make public presentations and respond to requests and inquiries from the general public;

maintain records and prepare reports;

communicate clearly and concisely, both orally and in writing;

establish and maintain cooperative working relationships with those contacted in the course work;

demonstrate non-judgmental cultural and linguistic sensitivity;

work effectively and efficiently with minimum supervision;

work outside in inclement weather conditions, including dust, heat, rain, and pollen;

walk on rough terrain;

lift 50 pounds on a regular basis;

see, hear, reach, bend, kneel, and run.

### Experience:

Two (2) years of experience in: 1) managing and overseeing a program that involves animal care, 2) public relations, 3) marketing/fund-raising, or 4) some combination of the three.

### Education:

AA degree required, BA degree preferred.

### Conditions of employment:

Passage of a pre-employment medical assessment;

current tetanus;

rabies vaccination.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

12/21/15

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