

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2014
RANGE: 40.5
CLASSIFIED
CODE: 2, 3, 7**

**ZOO ASSISTANT
CALIFORNIA LIVING MUSEUM (CALM)**

DEFINITION

Under general supervision perform specialized and responsible clerical, retail, and other zoo-related functions;

assist with daily operations, including but not limited to office work, customer and client interactions, special events and retail operations;

and to do other related work as required.

EXAMPLES OF DUTIES

Serve as administrative assistant to the Curator of Animals and Zoo Manager and may serve as onsite contact when other administrative staff are not on the premises;

assist animal keepers and maintenance staff with various duties such as inputting data into databases, coordinating arrangements and transfer paperwork for animal shipments and other duties as necessary;

perform retail sales in gift shop, and maintain gift shop inventory;

pick up and receive goods, materials and supplies;

store received goods, materials and supplies in specified areas;

handle cash and credit sales transactions, balance cash register and assist with budget planning and expenditure controls;

assist with website and marketing/outreach under the direction of the Zoo Manager;

review and screen incoming and outgoing correspondence and communications routed to the manager and other CALM staff;

receive and respond to inquiries from CALM stakeholders and KCSOS staff;

work with local school districts and organizations to schedule school tours, educational field trips and offsite presentations, welcome schools upon arrival at CALM and coordinate/set-up tables for various community events and outreach activities;

prepare billing information for school tours, field trips and special events;

prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the office operational functions for CALM;

develop and distribute weekly docent and volunteer calendar and information, and track docent hours and information in volunteer database;

maintain and generate a variety of records and files, which may include budget, expenditure, income, payroll, docent and a variety of other related records and files;

assist in securing vendors to perform various tasks at CALM;

maintain and update CALM's plant inventory and facilities map;

coordinate and deliver CALM vehicles for routine maintenance and repairs;

assist with the implementation of HolidayLights, special events and other CALM Foundation activities;

may assist in a variety of functions and tasks related to CALM, including preparing materials, selling products, ordering supplies and dealing with the public.

QUALIFICATIONS

Knowledge of:

Organization and coordination of functions;

modern office/retail methods and equipment, including automated record management and filing systems, receptionist and telephone techniques, cash registers and related retail equipment;

must have a working knowledge of zoo databases (such as, Excel, ZIMS database, etc.);

zoo operations and knowledge of animal intake and transfer procedures;

English usage, organization and planning skills.

Ability to:

Learn, interpret, and apply policies, rules, regulations, and operational procedures;

assume responsibility for routine administrative detail;

establish and maintain comprehensive accurate files and records, and prepare concise and complete reports as required;

demonstrate basic competency in computers consistent with the assignment;

handle cash and balance cash register;

perform excellent customer service;

understand and carry out oral and written directions; establish and maintain cooperative working relationships;

work during weekends, holidays and special events as needed by the program;

lift 25 pounds on a regular basis and 50 pounds occasionally;

see, hear, reach, bend, kneel, run and walk on rough terrain.

Experience:

Three (3) years of responsible clerical, retail marketing or public relations experience, preferably in an organization that provides animal care and that serves the general public.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in typing, office management, or other related skill areas.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

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 has a probationary period of six months or 130 days, whichever is longer.

CP: gs

12/21/15

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