

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2025
RANGE: 10.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

**ASSISTANT CURATOR OF ANIMALS
CALIFORNIA LIVING MUSEUM (CALM)**

DEFINITION

Under the direct supervision of the Curator of Animals, the Assistant Curator of Animals is responsible for the daily supervision the animal keepers and animal care department operations of the California Living Museum (CALM).

EXAMPLES OF DUTIES

Train, supervise, and evaluate the performance of assigned staff;

work with Animal Keepers to perform animal care as necessary;

keep current and accurate files on each animal with CALM's Registrar;

help respond to animal-related inquiries from the general public;

observe animals daily to assess health and/or illness and work with veterinarian as needed;

act as liaison between Animal Care Department and Veterinary Department;

provide limited veterinary care in consultation with the attending veterinarian;

assist in the wildlife rehabilitation efforts at CALM;

assist in the preparation and animal nutrition plans with support from Curator of Animals;

prepare annual USDA, USFW, CDFG and other required reports jointly with Curator of Animals;

develop and maintain positive working relationships with other governmental agencies;

maintain current permits from U.S. Fish and Wildlife, and California Department of Fish and Game;

manage inventory of animal foods/medicines and order as needed;

keep inventory of supplies and equipment used by keepers and report needs to Curator of Animals;

work with education animals and train other employees in proper handling;

work with veterinarian or veterinary technician to schedule routine vaccinations and trimmings;

assist in the acquisition and removal of animal specimens at the direction of the Curator of Animals;

assist Curator of Animals with education programs as needed;

assist in the planning and implement new exhibits and oversee the repair and maintenance of existing exhibits;

implement departmental activities including enrichment, staff training, behavioral management, and husbandry;

oversee intern/extern/volunteer placement and training alongside Curator and Volunteer and Community Engagement Facilitator;

assist with special events and fundraising as needed;

work with CALM's Maintenance and Operations Staff to ensure proper completion of Animal Care Department work orders;

act as incident command in emergency situations;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Animals indigenous to Kern County and California;

the proper care, handling and restraint of animals;

animal management programs (ZIMS, TRACKS, etc.)

best practices for animal husbandry in a variety of species;

principles and practices of supervision.

Ability to:

Plan, organize, prioritize and supervise the work of others;

effectively use computer programs for record keeping and presentations;

understand and carry out written and oral instructions;

communicate effectively in both written and oral form;

establish and maintain a cooperative working relationship with co-workers, volunteers and the general public;

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

work with injured animals with wounds or infections;

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

lift up to 50 pounds on a regular basis and 125 pounds occasionally;

work holidays, weekends, and special events;

handle live animals for the purpose of feeding and medicating zoo animals;

work with and train zoo animals;

maintain calm during emergency situations.

Education:

Graduation from an accredited college or university with a bachelor's degree in Biology, Zoology, or Environmental Science required;

additional experience may be substituted for the degree requirement on a year for year basis;

Veterinary Tech and International Wildlife Rehabilitation Certification preferred.

Experience:

A minimum of three (3) years of paid, full-time experience in an Animal Care Department zoological setting required;

a minimum of two (2) years experience in the supervision or management of staff required.

Conditions of employment:

Passage of a pre-employment medical assessment;

current tetanus;

rabies vaccination (or ability to acquire within one year of hiring)

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.

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