

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2025
RANGE: 42.5
CLASSIFIED
CODE: 2, 3, 7

OPERATIONS ASSISTANT
CALIFORNIA LIVING MUSEUM (CALM)

DEFINITION

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

EXAMPLES OF DUTIES

Serve as a personal and office management assistant, handling sensitive and confidential matters with discretion;

may serve as onsite contact when other administrative staff are not on the premises;

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

prepare or coordinate the preparation of information and data requested for administrative review, including reports, contracts, financial records, and zoo operations documentation;

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

pick up and receive goods, materials and supplies and maintain detailed records of purchases;

store received goods, materials, and supplies in specified areas;

assist with CALM's retail operations, including cash handling, inventory management, and balancing daily sales;

review and screen incoming and outgoing correspondence and communications routed to assigned management and other CALM staff;

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

assist the CALM Foundation with duties related to capital improvements at CALM and implementation of CALM's master plan;

assist in the coordination of school tours, field trips and special events, including invoicing and working with outside vendors;

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

maintain and generate a variety of records and files, which may include budget, expenditure, income, payroll, 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 as directed;

coordinate and deliver CALM vehicles for routine maintenance and repairs as directed;

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;

oversee and maintain CALM Memorial programming and track all donations;

handle donation funds, process acknowledgments, prepare donation recognition letters;

ensure daily clerical operations are completed timely and accurately (mail, deposits, etc);

assist with onsite security vendors to ensure technology and systems are working properly;

attend meetings, prepare summaries, and provide administrative support for committees, projects, and initiatives;

assist with annual and special events, including coordination of vendors, billing and logistics;

assist with implementation and tracking of grant funding and initiatives;

assist with preparation and filing of regulatory paperwork in partnership with CALM's regulatory agencies;

perform other related duties as assigned.

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.);

cash handling and internal systems of control;

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;

exhibit a strong attention to detail;

work independently with a high level of integrity, honesty, and ethical behavior in all aspects of work;

demonstrate basic competency in computers consistent with the assignment;

handle cash and balance cash register;

provide 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:rn

9/3/2025

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