VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TEACHING ZOO OPERATIONS SUPERVISOR

BASIC FUNCTIONS:

Under the direction of the Dean, oversee and coordinate operation of America’s Teaching Zoo, providing for the safety and security of the students, public, faculty, staff and the animals; providing care and maintenance of the animal collection, the facilities and the grounds, providing support service to the students, faculty and EATM program, and providing fundraising initiatives to support the collection.

REPRESENTATIVE DUTIES:

Oversee and coordinate operation of America’s Teaching Zoo, supervise and manage the daily operations and provide for the safety and security of the public, students, faculty, staff, and the animals at the Teaching Zoo. 

Develop and implement a plan for the Teaching Zoo, both the facilities and the collection, based on the educational objectives of the academic program.

Develop, implement, oversee and evaluate safety protocols; perform safety rounds and routine safety inspections of the grounds and facilities; document unsafe conditions; coordinate, supervise and evaluate repair.

Consult with the veterinarian to determine potential infectious animals and institute the appropriate protocol.

Provide emergency first aid to both animals and humans.

Implement an emergency disaster plan for the Zoo, revise as needed; respond to on call animal emergencies 24 hours a day, 7 days a week; arrange for coverage as needed; coordinate with Campus Police to provide for security.

Monitor the collection and oversee the care and maintenance of the animals; perform rounds and routine inspection of the animals; monitor the animals’ health, quality of diets, physical activity assuring mental and physical well-being, collaborate with the veterinarian and faculty, as needed and make necessary changes for the animals’ welfare.

Oversee the Zoo record keeping and maintain required documentation; maintain an inventory of the collection, with a history, ownership and specific requirements for each animal; review and update all animal permits from the state, federal authorities, and animal control.

Oversee and evaluate the enrichment program for the collection; provide documentation of Enrichment Program to the U.S. Department of Agriculture; develop new enrichment practices.

Capture, restrain, cage and transport animals as needed; place new animals in quarantine as directed by the veterinarian.

Established March 2001
TEACHING ZOO OPERATIONS SUPERVISOR (continued)

Ensure the maintenance of the physical plant, the facilities and the landscaping; assess condition, replace and upgrade as needed; coordinate with Maintenance & Operations Department to maintain the facility and enclosures; review facility repair work and maintenance of the grounds.  

Develop and maintain a budget for the Teaching Zoo; monitor and document income and expenditures; process requisitions; monitor and document petty cash fund; institute secure process for collecting cash, in cooperation with assigned faculty member, monitor, collect, and document cash and other income, and deposit weekly.  

Supervise and evaluate Zoo personnel, interns, and volunteers.  

Edit and update the Zoo Procedure Manual.  

Chair committees regarding animal care and use; obtain Dean approval of committee recommendations and implement such.  

Maintain an inventory and order supplies for the Zoo and food for the collection.  

Operate a variety of equipment in the care of animals: blow darts, syringes, veterinary equipment, vehicles (truck, van, and horse trailer).  

Develop and implement procedures for all animals arriving or leaving the Teaching Zoo.  

Provide leadership for improving, updating and refurbishing America’s Teaching Zoo; assist in designing animal enclosures; develop plans for large zoo projects and oversee the project.  

Collaborate with faculty in developing student projects to meet specific course learning objectives and to assist in maintaining and improving the Teaching Zoo; collaborate with faculty to develop 1-2 day projects for students to improve the zoo and semester-long projects on animal enclosures and maintenance; supervise projects.  

Coordinate the marketing, fundraising, community service activities and special events at the Zoo; develop marketing materials; oversee and coordinate telephone and web page information and animal rentals.  

Supervise the Zoo on some weekends and holidays in a shared rotation with other staff members as needed.  

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in handling, training, and care of animals in a zoo
Methods of capture and restraint of animals
Animal nutrition, health and basic veterinary care
Laws, regulations and agencies related to maintaining and caring for animals in captivity
Health and safety regulations and relative agencies
Record-keeping techniques
Computer and computer applications including word processing, spreadsheet, and Web navigation
Office practices, procedures and equipment
Oral and written communication skills
Interpersonal skills

ABILITY TO:

Handle, train and care for exotic animals
Administer first aid to humans and animals
Read, interpret, apply and explain rules, regulations, policies and procedures
Analyze situations accurately and effectively intervene
Plan and organize work
Work independently
Operate a vehicle and trailer observing safe and defensive driving practice
Operate a variety of equipment in the care of animals: blow darts, syringes, and veterinary equipment
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Meet schedules and timelines
Provide work direction to others and evaluate performance
Communicate orally and in writing with a variety of agencies and facilities
Develop and write zoo procedures
Perform clerical duties such as filing, duplications, typing, maintaining records
Operate office equipment, computer and computer applications

PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and faculty
Seeing to observe students, animals, facility conditions, and equipment operation
Holding and restraining animals for treatment
Dexterity of hands and fingers to operate and repair equipment, to type, to administer treatments to animals and to perform maintenance
Lifting and carrying animals, supplies, and equipment and boxes, up to 50 pounds
Reaching to grasp equipment and to retrieve and file records
Walking and standing for extended periods of time
Driving to various sites to transport animals and obtain supplies

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in business, liberal studies, sciences or related field and four years of increasingly responsible experience in the care and handling of exotic animals in a zoo or entertainment park

LICENSE AND OTHER REQUIREMENTS:

CPR and First Aid certified
Valid California’s driver’s license
WORKING CONDITIONS:

ENVIRONMENT:

Animal compound, outdoor theater, and office environment
Subject to offensive animal odors and dust
Subject to be on-call twenty-four hour per day, seven days per week

HAZARDS:

Exposure to animals exhibiting unpredictable temperaments