Zoo Director
salary commensurate with experience

Responsibilities:

- Pick up/deliver animals
- Animal enrichment program development & oversee its implementation
- Species Survival Plan coordinator, administrator
- Maintain current information on all international, federal, state, and local regulations and permits pertaining to animal welfare, wildlife conservation and public safety
- Review animal diets on a regular basis with veterinarian and Sr. keeper to ensure proper quality, quantity, and nutritional value
- Inspect habitats, animal-holding areas, and work areas to ensure proper standards are maintained and safety hazards are corrected.
- Coordinate veterinary care, medical evaluations, parasite screening, and recommended treatments. Schedule & work with veterinarian
- Make up routine reports, spreadsheets, etc. on activities within the zoo and the animal collection for the Executive Director.
- Responsible for conservation efforts and research in cooperation with professional organizations and educational institutions
- Oversees and is ultimately responsible for the upkeep and condition of the entire facility
- Zookeeper administration/scheduling/reviews/supervision/evaluation/discipline
- AZA accreditation
- AZA liaison
- Schedule daily procedures related to the care of the animals and maintenance of exhibits & habitats
- Maintain and keep current procedures and equipment pertaining to animal escapes as well as train staff in emergency procedures and equipment use.
- Ensure compliance with safety policies so that employees and volunteers work in a safe manner with the appropriate protective equipment, and that all accidents are promptly investigated and corrective action taken.
- Coordinate with emergency response agencies, train and instruct them in procedures in the event an emergency were to occur.
- Supervise the scientific research and programs of the facility
- Acquisition & disposition of animals including shipping, receiving, capturing and restraining, crating and uncrating animals
- Responsible for the entire animal collection, their care, wellbeing, and health
- Animal record keeping in accordance with AZA protocols
- Assist zookeepers as necessary
- Exhibit design & construction
- Reports to the Executive Director
- Assists the Executive Director as necessary and other jobs as directed
- Assist with education and special events, fund raising as necessary
- Assist in hiring zookeepers and Sr. Keeper/ Animal Curator
- Coordinates exhibits within the zoo & natural history museum to maximize the educational impact.
- Represents the RDC and serves as pro-tem Executive Director in the absence of the Executive Director
- Develop animal collection plan & implement its actions being fiscally responsible, according to which animals are available at the time
- Develop capital improvements list for the zoo
- Assist in developing, implementing the operating budget for the zoo in s fiscally responsible manner, keeping accurate detailed records.
- Establish policies and procedures for maintenance of animal records, transport and health programs, including animal handling, capture, restraint, testing, and medication administration
- Provide guidance in educational program development and volunteer involvement at RDC
- Participate with various state and federal agencies in rehabilitation of injured or orphaned animals
• Respond effectively to questions from the public and media about the zoo operation and animal care

• Assist in long range planning for the facility

• Other duties as assigned

Knowledge, Skills and Abilities:

✓ Ability to communicate effectively and professionally with staff and deal with the public in a positive manner

✓ Ability to enter animal areas and perform physical work including lifting objects up to 60 lbs.

✓ Ability to train and supervise others effectively

✓ Considerable knowledge of zoo animal husbandry including diet, containment, handling and health management, animal behavior and defense mechanisms, interspecies and intraspecies compatibility, physical capabilities and strengths of animals, animal nutrition, veterinary care, sanitation, capture and restraint, exhibit techniques, record keeping and relevant permits

✓ Ability to consistently exercise discretion and judgment at all times

✓ Knowledge of current exhibit design and construction practices

✓ Animal enrichment experience

✓ Ability to understand and implement research projects and conservation efforts

✓ Understanding of modern zoological management and current safety recommendations/protocol

✓ Available 24 hours a day, 7 days a week as necessary

✓ Ability to lift 50-100 lbs

✓ Ability to remain cool and in charge in situations of danger and emergency

✓ Understanding of conservation and educational functions of zoos

✓ Experience working with the AZA in administration, conservation, and SSPs

✓ Ability to develop and implement successfully safety protocols in accordance with AZA standards

✓ Ability to plan, organize, and supervise all zoo operations
✓ Ability to develop a budget for the zoo, oversee the implementation of that budget, and report to the Executive Director on budgetary administration

✓ Ability to prepare clear, concise written reports as required by the Executive Director and the ability to make oral presentations

✓ Appropriate computer skills for the job (word processing, spreadsheet, etc.)

✓ Experience working with the AZA preferred animal record keeping system

✓ Experience developing & implementing safety protocol and conducting staff training on safety procedures

✓ Ability to attend AZA Management School 2 year program

Minimum Qualifications:

- Updated medical tests (TB)
- 2 years experience supervising zoo staff
- 2 years experience working in a managerial position in a zoo
- Bachelors degree in biology, animal husbandry, or related field or equivalent training and experience
- Demonstrated excellence in team building and employee development skills
- Experience darting, tranquilizing, capturing, and medicating animals
- Valid NE drivers license
- Proven experience in the care and maintenance of zoo animals and facilities

Animal Curator/Senior Keeper

Responsibilities:

- Prepares orders for animal food, equipment, supplies, materials, and veterinary medications
- Keeps accurate animal care and maintenance records and inventories. Oversees zookeepers’ record keeping
- Assist the Zoo Director with animal record keeping per AZA recommendations
• Assist Zoo Director as needed and assigned
• Assist w/ education, special events as needed
• Formulates animal diets, feeding schedules based on veterinarian and USDA recommendations
• Observes animal behavior for signs of stress, aggression, illness, injury, and reproductive activity, and reports any changes accordingly.
• Assists veterinarian in health care of animals, including treatment, vaccination, surgery, x-rays, laboratory tests and procedures
• Supervises & assigns duties to zookeeper staff & submits their payroll time cards each week
• Assist Zoo Director w/ zookeeper reviews
• Assisting in the presentation of the collection in a manner which provides the public with recreational enjoyment and educational value
• Support research programs and captive breeding within the zoo
• Routine tasks in the care and health of the animal collection and maintenance of exhibits, grounds & facilities at the RDC.
• Monitor health of animals on a daily basis according to a prescribed program of visual observation and periodic physical examination to include eating habits, examination of fecal matter, general activity, interaction with other animals, reproductive behavior and appearance.
• Prepare animal diets & feeds the animals, gives them water, grooms and ensures their collective health and wellbeing following guidelines developed by the Zoo Director
• Ensure compliance with safety policies so that employees and volunteers work in a safe manner with the appropriate protective equipment, and that all accidents are promptly investigated and corrective action taken.
• Trains zookeepers on protocol, procedures, etc.
• Pro-temp zoo director when Zoo Director is out of town
• Perform maintenance work on animal enclosures, buildings, grounds and other maintenance as required
• Interact w/ public and answer questions in a courteous manner and provide assistance as needed
• Prepare daily & monthly animal records and writes reports documenting behavior, condition of the animals, medical treatments, dietary programs, exhibit maintenance and repairs, and enrichment programs.

• Supervise volunteer, seasonal workers or other part time help as needed

• Area maintenance including pulling weeds, trash removal, grounds keeping, and related public areas maintenance, etc.

• Develops, implements, oversees, and conducts animal enrichment activities and records results. Oversee zookeepers animal enrichment activities.

• Checks animal enclosures, doors, and locks to assure animals are securely and safely confined.

• Assists with handling, capture, restraint, moving, and administration of prescribed medications of animals under Zoo Director’s direction

• Recommends improvement to animal care and management and exhibition of animals

• Is familiar with and complies with all safety protocol and procedures and can perform them effectively as well as train staff appropriately

• Performs animal immobilization, crating, shipping, receiving, isolation, and quarantine activities

• Cleans, disinfects food trays and utensils, animal exhibits/dens and immediate area

• Collects and disposes of refuse and animal wastes

• Supervises and participates in the maintenance, repair, and grounds keeping of the RDC

• Answers questions in a friendly manner from the public and provides assistance as needed

• Performs other related work as assigned

• Is capable of effectively doing every responsibility listed under the zookeeper job description and is familiar with all zoo keeping tasks within the zoo

• Supervises and participates in zoo keeping: routine tasks in the care and health of the animal collection and maintenance of exhibits, grounds & facilities at the RDC.

• Keep abreast of current animal care techniques, exhibit design, and other job-related areas

• Manage plant collection as it relates to specific exhibits
• Manages educational animal collection. Works with Education & Zoo Directors in formulating a list of new educational animals for the collection. Assists in training Education Director and docents how to handle the animals.

• Perform manual labor as it relates to daily operation of the RDC

• Perform daily inspection of all zoo buildings, perimeter fences, animal facilities, locks, and doors to provide a safe environment for the animals, staff and public

• Supervise volunteer, seasonal workers or other part time help as needed

• Area maintenance including pulling weeds, trash removal, grounds keeping, and related public areas maintenance, etc.

• Continues education as appropriate (conferences, classes, etc.) to the job description

Knowledge, Skills and Abilities:

✓ Knowledge of current practices and methods used in the care of exotic, native, and domestic animals

✓ Knowledge of general maintenance and sanitation methods of zoo exhibits and facilities

✓ Ability to grow and advance zookeeping staff

✓ Knowledge of safety techniques in dealing with undomesticated animals Ability to exercise safe work habits while in the proximity of potentially dangerous animals.

✓ Knowledge of the methods and equipment used in grounds keeping and housekeeping activates

✓ Ability to prepare detailed reports on animal behavior and zoological operation

✓ Ability to make independent decisions when handling situations involving animal care and/or public emergencies as necessary

✓ Computer skills as required to complete the job requirements

✓ Ability to understand and follow oral and written instructions

✓ Ability to lift up to 60 lbs and to perform other physical activities as needed to accomplish essential function of the job

✓ Knowledge of the methods and equipment used in grounds keeping and housekeeping activities
✓ Ability to become familiar with federal, state, and local regulation pertaining to animal health, wildlife conservation and animal transport

✓ Ability to establish and maintain effective working relationships with follow employees and the general public

✓ Ability to use common hand tools in the performance of maintenance and repair tasks.

✓ Experience evaluating the physical condition and behavior pattern of a wide variety of animals

✓ Experience conducting research and performing animal husbandry requirements of a constantly changing animal collection

✓ Background in exhibit design, construction, plant ecology, and landscape techniques

✓ Knowledge of habits, characteristics and natural captive environment of zoo animals

✓ Knowledge of the construction, maintenance, and appropriate cleaning methods of zoo exhibits and facilities

✓ Ability to supervise the work of subordinates

✓ Ability to remain cool and in charge in situations of danger and emergency protocol

✓ Ability to write and speak effectively on a variety of subjects relating to animals and zoo management

✓ Ability to deal courteously with zoo visitors and to enforce zoo regulations tactfully

✓ Knowledge of basic zoo conservation efforts

Minimum Qualifications:

➢ Two-year college degree and 2 years experience in husbandry of agricultural, zoological, or wild animals (prefer 4-year degree in related field)

➢ Valid NE drivers license

➢ Experience darting & tranquilizing animals

➢ Ability to work evenings, weekends and under all weather conditions

➢ Ability to lift a minimum of >50 lbs. and do heavy manual labor
- Updated medical tests (TB)
- Experience supervising zookeeping staff
- General knowledge of equipment, power tools and hand tools
- Ability to maintain data collection and animal record keeping documentation
- Ability to fulfill Zoo Directors’ job, if required
- Ability to remain calm under circumstances of danger or emergency
- Ability to effectively communicate with members of the public and media
- Ability to write reports and keep accurate records