

Senior Animal Care Specialist



General Summary of Classification:

Manages the staff and day-to-day operations of the living history farm museum complex or the nature center; determines appropriate care, feeding and husbandry practices for onsite animals; manages an array of programs, activities and projects; facilitates trainings and ensures all staff members are fully trained to safely perform assigned job duties; coordinates timely and accurate communications with staff, contracted service providers, regulatory agencies and other special interest groups; monitors and ensures division compliance with all applicable regulatory requirements; performs related duties as assigned.

Examples of Primary Tasks, Duties, and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Monitors and manages 365-day operations and activities for the assigned site including staffing, inventories, procurements, budgets, inspections of the facility, grounds and equipment, maintenance and work orders, all compliance efforts, animal care and feeding, animal health, animal husbandry efforts, services provided by veterinarian resources, onsite activities, and programs, coordinates collaborative efforts with special interest groups and the community;
- Supervises an assigned full-time and part-time staff including but not limited to selection, training, coaching, scheduling, approving timecards and leave, performance evaluations, disciplinary actions; prioritizes and assigns work;
- Monitors and observes animals for signs of illness or injury and administers first aid, medication, or minor treatments as needed; coordinates animal medical needs with veterinarians; ensures the humane treatment of animals;
- Trains staff to monitor and observe animal behavior and condition, accurately identify health issues, determine/provide appropriate routine treatments, and provide complex and rehabilitative care under a veterinarian's direction;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Advanced working knowledge of the care and maintenance of closed aquatic systems and complex filtration systems for aquatic habitats or agricultural farming; thorough up-to-date working knowledge of the assigned site's operations, programs, policies, procedures, practices, and other site specific activities; advanced working knowledge of animal management including safe handling, care, feeding and dietary needs, habitat needs, health monitoring, identification of health issues, relevant appropriate treatments for common health issues, including related healthcare supplies, for a wide variety of onsite animals; sound understanding of the local, state and federal laws governing animal welfare and humane practices; sound financial skills to manage site operations within an approved budget; sound working knowledge of best practices and guidelines for site specific facilities, equipment, tools and techniques.
- **Technical:** Ability to proficiently use computers and job-related software, applications, various social media, internet, and wireless technologies for communications, marketing, managing site operations and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains collaborative working relationships with local, state, and regional agencies, special interest groups, and other relevant animal care, animal management and rescue stakeholders; consistently communicates and interacts professionally and effectively with a diverse array of relevant stakeholders; works independently and as part of a team and in potentially high-stress and emotional situations.
- **Decision-making and Authority:** Manages the site's animal care and management policies and practices, budget, marketing initiatives, local resource involvement, programs, and day-to-day operations, including supervising assigned staff.
- **Leadership:** Supervisory. Serves as the primary point of contact for citizens' concerns and animal care and management; builds and maintains effective collaborative relationships with various special interest groups and oversight agencies; requires an astute awareness of legal and ethical issues as well as emotional and activist issues related to animal care.
- **Environment:** Works at the assigned site and in a wide array of indoor and outdoor locations and conditions; routinely works around various types of wild and domesticated animals with varying health and nutritional needs; may handle and manage dangerous animals and animals with aggressive or other behavioral issues as needed; occasionally high-stress environment. Site operations are 365-days/year. May be required to travel and work a flexible or on-call schedule.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective marketing, negotiations and collaborations. Physical ability sufficient to perform assigned duties in a wide array of duty-related locations as needed.

Minimum Education and Experience:

Education: Completion of college level coursework in a relevant animal science field; relevant four (4) year degree preferred.

Experience: Four (4) years of relevant animal care work experience in a relevant animal care or animal management setting;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations Countywide.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all the job duties and responsibilities that may be assigned to a specific position in a job classification.