

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB176 Animal Exhibit Coordinator
POSITION #/TITLE: 0428 Animal Exhibit Coordinator	Adopted: 09-15
	Revised:

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Parks	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 07
Reports To Position #/Job Code #/JC Title: 2427/NB362/Recreation Superintendent	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge test
Personal Protective Equipment: Eye, Face, Hand, Head, Foot	

General Statement of Duties

Organizes and coordinates the operation of the City's animal exhibits for the Parks & Recreation Department.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment. Supervision is exercised over the work of seasonal/hourly employees and volunteer staff.

Examples of Essential Work (Illustrative Only)

Assumes full responsibility for the development, planning & coordination of the City's animal exhibits; Administers and expands on daily animal exhibit programming and ensures the facility is clean and safe for the public;

Supervises work and assigns duties to seasonal staff and volunteers;

Hires, trains and evaluates seasonal staff;

Assists with the development of budget planning for the animal exhibit operation;

Coordinates the development, preparation and execution of special events;

Creates and builds partnerships for maintenance and programming of Old McDonald's Farm;

Maintains USDA (United States Department of Agriculture) licensing for the facility including necessary applications and reports, arranges for licensing fees to be paid, meets with inspector on site, remedies deficiencies if any detected by inspector and keeps Recreation Superintendent informed of on-site visits and concerns that could affect the licensing of the facility;

Works with veterinarians and USDA to maintain the animals' well-being;

Observes animals for signs of health problems or injuries and medicates animals as needed;

Purchases materials and supplies for the facility within the provisions set forth by the Purchasing Services Division;

Performs minor repairs to enclosures and shelters;

Gives tours to public;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of animal food and feeding, animal behavior, and methods and techniques of animal exhibit sanitation and maintenance;
Knowledge of electrical systems and water circulation systems;
Ability to deal with public in a tactful, courteous and effective manner;
Skill in organizing program records and activities;
Skill in handling, accounting, and preparing financial records;
Skill in preparation and analysis of records and forms relative to youth sports programming;
Skill in recognizing the changing needs of the users and modifying activities accordingly;
Ability to organize, coordinate and direct volunteers;
Ability to prepare accurate & reliable reports containing findings, conclusions and recommendations;
Skill in work management and scheduling;
Ability to recognize animal health problems and properly medicate;
Ability to operate the following equipment: mechanical hand tools, janitorial equipment, trucks and tractors, electric tools used in animal exhibit repairs, grounds maintenance equipment;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Agricultural Science or similar field; and
Considerable experience with animals in an exhibit setting; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate equipment and tools.