

POSITION DESCRIPTION
Sierra Nevada Zoological Society
DAY MANAGER

POSITION TITLE: Sierra Safari Zoo (SSZ) ~ Day Manager (Full-time, Contractual)

SUMMARY: Under the supervision of the Sierra Nevada Zoological Board of Directors, the Day Manager directs and manages operations and volunteer activities that ensures the overall smooth operations of the zoo. Specific duties, responsibilities, and requirements are listed below. This job description does not state or imply that these are the only duties to be performed. An employee may be required to follow other instructions and to perform other duties assigned by the Sierra Nevada Zoological Board of Directors. The evaluation of the Day Manager (DM) will be based on this job description in addition to the employee's general attitude and level of cooperation. Some duties may be delegated, assigned, and completed by authorized and trained subordinates.

DUTIES AND RESPONSIBILITIES: Under direct supervision and collaboration with the Board of Directors the DM shall:

- 1. Plan, direct, evaluate, and coordinate SSZ operations.**
 - A. Provide leadership and vision relating to the development and implementation of long and short-range goals for programs, acquisitions, and exhibits in concert with SSZ leadership.
 - B. Assist in the coordination of acquisition, breeding, and dispersal of animals in accordance with the overall animal collection goals.
 - C. Assist in planning and design of new exhibits or renovation of existing exhibits.
 - D. Direct maintenance work based on general inspection of grounds and/or consultation with zoo staff; and supervises the maintenance of SSZ facilities.
 - E. Ensure that the SSZ is in compliance with all local, state, federal, and international laws relevant to the operation of a zoological garden.
 - F. Cooperate with the Zoological Society Board of Directors, and others, in order to effectively manage and develop zoo operations.
 - G. Direct and supervise efforts to maintain zoo accreditations.

- 2. Supervise SSZ staff and contract employees.**
 - A. Prioritize, schedule, and assign work to zoo personnel.
 - B. Effectively recommend the hire, transfer, suspension, or discharge of subordinate personnel.
 - C. Establish work standards and conduct employee evaluations.
 - D. Train personnel in proper work methods and procedures.
 - E. Effectively recommend adjustments or other actions in employee grievances.
 - F. Delegate authority and responsibilities to others as needed.
 - G. Disseminate instructions and information to employees through oral and written documented communications.
 - H. Supervise and organize Community Service workers.

3. Supervise the care and handling of animals.

- A. Assist in determining methods of handling animals, dietary needs, housing of animals, sanitation practices, and general animal care.
- B. Assist in determining veterinarian needs as required for animal care.
- C. Assist as resource person to zoo personnel concerning animal care.
- D. Observe general health and behavior of animals, review health reports and medical treatments, and consult with veterinary staff as necessary.
- E. Assist in the treatment of ill or injured animals.
- F. Assist with the shipping of specimens.
- G. Animal feed ordering.

4. Participate in public relations activities.

- A. Assist the Zoological Society with planning and coordination of promotions and special events at the SSZ.
- B. Assist the Zoological Society in fund raising activities.
- C. Conduct tours through SSZ exhibits.
- D. Answer questions and resolve complaints from the public.
- E. Assist in the preparation of informational literature, bulletins, guidebooks, and other publications.

POSITION REQUIREMENTS:

Education and Experience Requirements

A four-year degree in zoology, animal husbandry, biology, business administration or a related field is preferred, four (4) years of verifiable experience in an exotic animal-related field, is preferred, including supervisory level experience; or an acceptable combination of verifiable education and/or experience, which demonstrates possession of the knowledge, skills, and abilities listed below.

Knowledge Requirements

- A. Knowledge of animal husbandry and wildlife management principles and practices.
- B. Knowledge of all applicable federal and state wildlife laws and regulations.
- C. Knowledge of the habits and dietary needs of a variety of animals represented in zoological collections.
- D. Knowledge of basic veterinary medicine practices as applied to exotic animals.
- E. Knowledge of sanitary, humane, and safe procedures for keeping and displaying animals.
- F. Knowledge of management principles and practices associated with employee supervision, program planning, and personnel administration.

Skills Requirements

- A. Skill in training and supervising employees in the care, maintenance, exhibition, and reproduction of animals.
- B. Skill in written communication sufficient to prepare clear and concise reports and

other written documents.

- C. Skill in oral communication sufficient to effectively present ideas and recommendations and to provide SSZ tours.

Ability Requirements

- A. Strong leadership skills and teamwork ethic with proven enthusiasm required.
- B. Ability to lift 50lbs and to work in a strenuous work environment.
- C. Strong oral and written communication skills.
- D. Ability to comprehend and interpret applicable laws, rules, regulations, and policies.
- E. Bachelor's degree in a related field is preferred, or an acceptable combination of verifiable education and/or experience.
- F. A valid driver's license with a good driving record.
- G. Be able to pass background check for Washoe County Sheriff's Community Service program.

Please send cover letter and resume to contact@sierrasafarizoo.org or HR – Sierra Safari Zoo, 10200 N Virginia Street, Reno, NV 89506.

No phone calls please. Incomplete submissions will not be reviewed.