

Adopted: September, 2001 Revised: _____

Class Title: Superintendent of Virginia Zoological Park

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Plans, organizes, and directs the operation and development of the Virginia Zoological Park. Interprets management and fiscal policy. Sets priorities and administers annual budget. Serves as City liaison with Virginia Zoological Society Board of Directors concerning zoo development and funding issues. Maintains American Zoo and Aquarium Association (AZA) Accreditation standards for the zoo.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Plans and manages the municipal operation of the zoo by interpreting management and fiscal policy, developing and implementing operations policy and procedures for the administration, animal, horticulture, and maintenance divisions of the zoo.
2	L	Maintains American Zoo and Aquarium Association (AZA) Accreditation standards for the zoo by establishing standards and procedures for operating the zoo in accordance with AZA guidelines, reviewing development plans to ensure AZA compliance, serving as accreditation review chairman for AZA member zoos, and serving as a committee member for the development of AZA accreditation standards.
3	L	Oversees exhibits and facility design and construction by coordinating City / Society review plans, approving change orders, responding to requests for information, reviewing daily construction progress, and addressing various issues.
4	L	Oversees and assists Zoo Society operations by reviewing operations for compliance with City policy and code and lending assistance to the Society for City / Society agreements, contracts, grants, donations, and business matters.
5	S	Serves as Animal Consultant / Resource Advisor by providing direction and advice to animal-oriented organizations and communicating with local and national agencies concerning issues involving animal welfare.
6	S	Serves as a public relations and media contact by responding to inquiries from the media and visitors and occasionally making public appearances and presentations as a zoo representative.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in zoo operations.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read letters, memos, correspondences, professional journals, medical reference materials, blueprints, construction specifications, conference proceedings and evaluations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write bureau reports, construction reviews, AZA accreditation letters and reports, master plan briefs, newsletter articles, long range plans and annual reports.
Managerial	Managerial responsibilities include overseeing the municipal zoo operations, special projects and the Zoo Society operations.
Budget Responsibility	Responsible for the approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision, observation, touring facility
Sitting	R	Computer, desk work, driving, answering telephone
Walking	F	Observation or inspection of zoo facilities or construction site
Lifting	F	Office supplies, zoo equipment, animal feed
Carrying	O	Office supplies, zoo equipment, animal feed
Pushing/Pulling	R	Work on zoo grounds, inspections, observations within exhibits and facilities
Reaching	O	Work on zoo grounds, inspections, observations within exhibits and facilities
Handling	R	Work on zoo grounds, inspections, observations within exhibits and facilities
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Work on zoo grounds, inspections, observations within exhibits and facilities
Crouching	R	Work on zoo grounds, inspections, observations within exhibits and facilities
Crawling	R	Work on zoo grounds, inspections, observations within exhibits and facilities
Bending	O	Work on zoo grounds, inspections, observations within exhibits and facilities
Twisting	R	Work on zoo grounds, inspections, observations within exhibits and facilities
Climbing	R	Ladder
Balancing	O	Work on zoo grounds, inspections, observations within exhibits and facilities
Vision	C	Computer, desk work, inspections and observations of zoo grounds and facilities, driving, operation of equipment
Hearing	C	Telephone, co-workers, staff, board of directors, division personnel, organizations and agencies, to hear meetings, presentations and public functions
Talking	F	Telephone, co-workers, staff, board of directors, division personnel, organizations and agencies
Foot Controls	O	Operation of equipment
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Small tools, various pieces of construction equipment, skid loader, computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), Internet, Intranet, Budget program software, WAN connection

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	W
Explosives	N	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

- (1)
- (2) Zoo grounds, construction site

PROTECTIVE EQUIPMENT REQUIRED:

Ear protection/earplugs

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)