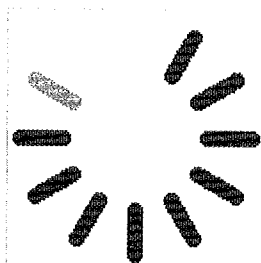




## Assistant Zoo Director

Home



**Organization:** Seneca Park Zoo (AZA Member)

**Location:** Rochester, New York, United States

**Job or Internship:** Job

Monroe County's Seneca Park Zoo is home to more than 200 diverse species including 15 within the AZA's Species Survival Plan. Since opening in 1893, the Zoo has grown to 15 acres and remains one of the best known 'smaller' zoos in the country with newer exhibits such as the Rocky Coasts housing polar bears, sea lions and African penguins and the continually growing, "A Step Into Africa: The Ngorongoro Crater" housing

African elephants, baboons and, soon, African lions. In partnership with the University of Rochester, our Veterinary Services department is internationally renowned and proud to annually host the Aab Pre-Vet fellowship dedicated to preparing qualified candidates with exotic animal medicine and conservation. Our keepers, through their local AAZK chapter, also participate globally through the following organizations: Polar Bears International, Elephant Managers Association, El Valle Amphibian Conservation Center, Amur Leopard and Tiger Alliance, Bowling for Rhinos, The African Penguin SSP and the National Wolf Conservation Center just to name a few. The Seneca Park Zoo Society with over 18,000 Family memberships is our proud support partner and has funded over \$5,000,000 in improvements since 2004 added to over \$5,000,000 in improvements funded by Monroe County.

The Assistant Zoo Director is an administrative and managerial position in the Department of Parks, Seneca Park Zoo, responsible for assisting the Zoo Director manage the administrative operations of the Zoo, not associated with animal management. Responsibilities involve participating in strategic planning, overseeing park operations, developing and monitoring operating procedures and policies, budget maintenance and control, information technology, safety and safety training as well as representing the Superintendent during absences. General supervision is exercised over a professional and technical staff. The employee reports directly to and works under the general supervision of the Zoo Director.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed)

Manages the administrative operations of the Zoo;

Supervises and directs activities of a professional and technical staff;

Participates in strategic and program planning, including implementation of activities related to park development and improvement including capital budget preparation and policy development;

Directs the operation, maintenance and upkeep of the park grounds and park facilities;

Researches, develops and conducts safety and other training for park staff;

Develops and establishes procedures and protocol for administrative operations such as personnel, safety, budget, and information technology maintenance and update;

Coordinates activities of the Zoo with other county departments and agencies;

Oversees the development, maintenance and distribution of reports, records and logs;

Acts for the Zoo Director during absences in matters concerning administrative activities of the Zoo;

Participates on various committees and boards.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of parks administration including goals, objectives and operating procedures; thorough knowledge of the principals and practices of governmental administration including budgeting; thorough knowledge of management practices and procedures; good knowledge of staff safety concerns and initiatives related to a park environment; good knowledge strategic planning techniques; supervisory ability; organizational ability; analytical ability; ability to act for the Superintendent during absences; ability to operate a personal computer; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years paid full time or its part time equivalent professional\* experience in a government setting involving administrative analysis, office management, or policy development and implementation.

\* professional experience does not include secretarial, clerical or receptionist type duties.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position

**PAY RANGE:** \$55,733 - \$71,873 annually.

**TO APPLY:** E-mail cover letter, resume and civil service application to:

Lawrence Sorel, Zoo Director

Lsorel@monroecounty.gov

Civil service application may be found at:

<http://www.monroecounty.gov/employment-index.php>

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