

# Classification Description



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

**Title:** Animal Curator  
**Department:** Oregon Zoo  
**Job Code:** 1337  
**Pay Grades:** 539  
**FLSA Status:** Exempt

**Bargaining Unit:** Non-represented  
**Established:** 03/2023  
**Revised:**  
**EEO Category:** Professionals

## CLASSIFICATION DESCRIPTION

The Animal Curator will oversee, manage, and direct all aspects of one to two sections of the Zoo, including planning, organizing, and coordinating functions and activities to support department goals and objectives. Responsibilities include defining area goals, planning, and arranging for resources, setting schedules, supervising and developing staff, working with national and international partners regarding animal husbandry, transfers, and conservation. Additional responsibilities include curating animal collection, exhibitry, and researching initiatives and conservation programs in accordance with the American Zoo and Aquarium Association's (AZA) animal curating guidelines. The position will interface with other Zoo Divisions to serve as a resource for questions or requests, and to provide the best possible care to all the Zoo animals in assigned sections/areas.

## DISTINGUISHING FEATURES

This is a single unit classification distinguished by the increased levels of supervision of assigned staff, reporting structure, planning and budget responsibility.

## DUTIES AND RESPONSIBILITIES

1. Supervises the daily functions of a section/facility or all aspects of a project/program within a division, including processes, functions, systems, and activities.
2. Provides supervision to both staff and supervisors, assigns work, evaluates performance, and trains employees to ensure a safe and effective working environment. Plans staff schedules and team meeting agendas. Organizes recruitments.
3. Supervises the implementation and administration of processes, functions, systems, and activities of a complex nature typically associated with the care and welfare of animals. Provides technical analysis and support in troubleshooting and resolving problems within the assigned area of responsibility.
4. Develops short- and long-range plans, goals, and objectives for operational effectiveness within assigned area. Determines strategies, monitors progress, and resolves issues.
5. Plans and arranges for project resources, goods, and services.
6. Develops and implements work plans and schedules department-wide.
7. Monitors, authorizes, and documents expenditures, and prepares yearly budget based on resource availability and requirements as well as program goals.

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8. Acts as primary resource for questions related to assigned area. Works closely with Oregon Zoo employees, patrons, and local and global conservation program partners.
9. Works with national and international groups regarding endangered animals, including husbandry and conservation work, including staying up-to-date with industry standards on care and welfare, animal transfers and doing consulting work with species of specialty.
10. Attends conferences and meetings to interface with colleagues nationally and internationally; presents at meetings, at the Zoo, and to a wide variety of audiences.
11. Works with other departments at the Zoo to create methods of upholding animal well-being while providing operational revenue-generating needs.
12. Transfers dangerous/non-dangerous animals between facilities, involving multiple parties and complex logistics.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation, and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
  - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices, and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures, and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.



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## **JOB SPECIFICATIONS**

### **Education/Licensing and Work Experience:**

- Bachelor's degree in biology, zoology, or related field with an emphasis on wildlife and/or zoo animals and,
- Seven years of experience as an animal care professional and at least two of those years to include supervisory experience or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the essential job duties.

### **Preferred:**

- Animal Curator experience at an AZA accredited institution.
- Actively involved in the AZA.

### **Knowledge, Skills and Abilities:**

- Knowledge of principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge of budget administration and expenditure control.
- Knowledge of computer software programs: Microsoft Outlook, Teams, SharePoint, Word, Excel.
- Knowledge of animal training, current standards of animal husbandry, common veterinary issues and practices, animal transfers between institutions, USDA and AZA accreditation standards.
- Knowledge of employee labor laws and business operations.
- Knowledge of emergency responses to situations that affect the health and safety of animals, staff, and guests.
- Knowledge of animal husbandry of various species, current USDA and AZA regulations.
- Knowledge of basic office duties and scheduling in a zoo environment.
- Skill in exhibitry, animal programming, animal introductions, standards of engagement, guest experience and engagement, and animal presentations.
- Skill in animal immobilizations and animal transfers.
- Skill in planning and managing animal side of larger Zoo events.
- Skill in providing technical expertise and program oversight.
- Skill in effective management and team building.
- Ability to work within a team environment.

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- Ability to provide excellent interpersonal and customer service skills.
- Ability to work with other zoological facilities and various stakeholders for a successful project outcome.
- Ability to supervise, mentor, train, schedule, lead teams, manage staff and resources in an effective and efficient manner.
- Ability to handle sensitive employee issues in a union environment.
- Ability to review and evaluate work performed by staff and vendors for quality. Recommend modification to ensure work is performed to the standard expected.
- Ability to be actively involved in the AZA community.
- Ability to provide planning, leadership and technical oversight in developing goals and objectives for assigned area.
- Ability to maintain safety programs, stay current with regulation and industry practices.
- Ability to identify deficiencies in assigned area and develop solutions for correction of deficiencies.
- Ability to establish and maintain working relationships with staff across all departments demonstrating excellent interpersonal skills.
- Ability to use good judgement and make sound decisions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to analyze and evaluate operational effectiveness.
- Ability to be flexible and adaptable to changing and competing priorities.
- Ability to maintain confidentiality and discretion with sensitive matters.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

### **SUPERVISION RECEIVED**

- Supervision is received from an assigned Supervisor or Manager.

### **SUPERVISION EXERCISED**

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, or to adjust grievances.

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### TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment including, but not limited to, computer, printer, copier, and software related to the position.
- Tools, equipment, personal protective clothing, gear and/or equipment related to animal care.

### WORK ENVIRONMENT

- Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis.
- Work outdoors during inclement weather conditions.
- Exposure to dangerous animals, loud animal noises, blood, other bodily fluids, and zoonotic disease.
- Changes in the performance environment requires occasional upgrading of skills.
- Occasional travel to off-site facilities.
- Minimal physical exertion with occasional reaching, walking, standing, lifting, stooping, or carrying of equipment and materials.
- Work over 40 hours per week may be required and the ability to respond to after hour emergencies.
- May be required to lift and carry up to 10 pounds.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*