

## Classification Description

**Title:** Animal Nutrition Manager

**Department:** Oregon Zoo

**Job Code:** 1333

**Pay Grades:** M

**FLSA Status:** Exempt

**Bargaining Unit:** Non-represented

**Established:** 06/2022

**Revised:**

**EEO Category:** Professionals

### CLASSIFICATION DESCRIPTION

The Animal Nutrition Manager will oversee, manage and direct all aspects of the Animal Nutrition Center, Commissary and the Oregon Zoo's Animal Nutrition Program. The position will provide general direction and guidance for the Zoo's nutrition program in accordance with modern animal nutrition science and the American Zoo and Aquarium Association's (AZA) animal nutrition guidelines. The Animal Nutrition Manager will conduct in depth diet analysis, diet formulation, evaluation and preparation in accordance with the most current standards and findings provided by animal nutrition science. The position will oversee and manage a large budget and a variety of contracts for animal food, animal bedding, and other related items, as well as commissary supplies. They will manage and supervise Nutrition Center staff and provide direction to Nutrition Technicians for duties such as ordering and stocking supplies, the preparation and dispensing of food, emergency orders and commissary supplies. The position will interface with other animal care departments (veterinary staff, animal care and animal welfare staff) to serve as a resource for dietary and nutritional questions or requests, and to provide the best possible nutrition to all the animals under the Zoo's care.

### DISTINGUISHING FEATURES

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

### DUTIES AND RESPONSIBILITIES

1. Directs and guides the Nutrition program and Nutrition staff based on the most current industry standards and in accordance with modern Animal Nutrition Science as applied to wildlife and zoo animals. Oversees and supervises the daily functions of the animal nutrition center and commissary. Functions as a manager and supervisor with primary responsibility for providing nutritional analysis and creating animal nutrition plans to provide best possible nutritional care for animals. Manages, supervises and guides Nutrition Technicians in daily tasks.
2. Authorizes and facilitates all animal-related food procurement. Creates, solicits and authorizes all required Requests for Proposals (RFP) and Requests for Bids (RFB) as specified by Metro procurement policies. Prepares bid specifications or obtains quotes for food orders. Consults with food vendors, colleagues, and market specialists

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concerning availability and cost of items. Negotiates prices for food purchases according to established purchasing plans. Directs the ordering of food and supplies. Manages the overall budget.

3. Acts as primary resource for questions related to eating habits and feeding methods. In collaboration with vet staff and animal care managers, recommends and implements nutritional changes or programming based on findings.
4. Develops and maintains food supply minimums and ensures freshness and proper rotation. Provides direction to Nutrition Technicians on maintaining an up-to-date food inventory.
5. Ensures food and supply shipments are received and performs inventory and shipment audits.
6. Creates and maintains nutrition and commissary budget. Determines annual dietary and food supply needs. Performs analysis on dietary amounts in order to properly project future consumption rates and nutritional needs. Maintains accurate budgetary recordkeeping. Monitors, authorizes and documents expenditures to stay within established budgetary constraints.
7. Evaluates nutrition and commissary program in order to develop standard protocols and procedures for the department. Implements nutrition policies for compliance with Metro rules and regulations.
8. Works closely with Animal Care managers, veterinary staff and animal welfare staff to ensure high standards of nutrition are being met for all animals in our care from a health, physiology and psychology perspective.
9. Attends conferences and meetings to interface with colleagues nationally and internationally; presents at meetings, at the Zoo, and to a wide variety of audiences.
10. Works with other departments at the Zoo to raise awareness about animal nutrition and works with the Oregon Zoo Foundation (OZF) to help with program fundraising. Collaborates on research projects, presents and publishes.

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.

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- 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.

### **JOB SPECIFICATIONS**

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

- Bachelor's degree in Animal Nutrition with an emphasis on wildlife and/or zoo animals and,
- Three years of experience managing a Zoo Animal Nutrition Program preferably at an AZA accredited institution and,
- Two years of 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:**

- Master's Degree in Animal Nutrition preferred. Research experience preferred.
- Forklift Operator Certification or ability to obtain within six months of hire.
- Actively involved in the AZA and the Nutrition Advisor Group (NAG).

#### **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.
- Skill in providing technical expertise and program oversight.

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- Skill in effective management and team building.
- Ability to supervise, mentor, train, schedule, lead teams, manage staff and resources in an effective and efficient manner.
- Ability to perform food preparation and storage when needed and in emergencies.
- Ability to review and evaluate work performed by staff and vendors for quality, and recommend modification to ensure work is performed to the standard expected.
- Ability to be actively involved in the AZA and NAG 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 the nutrition program 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 or discipline, or to adjust grievances.

### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

- All standard office equipment including but not limited to computer, printer, copier

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- and software related to the position.
- Operate a pallet jack, fork lift and commercial food preparation equipment including, but not limited to industrial food processors and mixers, band saws, etc.
- Tools, equipment, protective clothing or gear related to the use of food processing and storage areas.

### 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.
- Changes in the performance environment requires occasional upgrading of skills.
- Occasional work in food processing and storage areas.
- 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.*