



CURATOR OF ANIMAL OPERATIONS

The Buffalo Zoo is seeking a highly motivated, energetic, and highly articulate individual to serve as the **Curator of Animal Operations**.

To apply, please send resume and cover letter no later than July 25, 2021 in **Word document or PDF** by email to: zooapplications@buffalozoo.org No telephone calls please. Position open until filled. For more information about the Buffalo Zoo, please visit our website by the following link: <http://www.buffalozoo.org>

Full Job Posting - <https://buffalozoo.org/about/#careers>

The Buffalo Zoo

As one of the crown jewels of Western New York's cultural and recreational attractions, the Buffalo Zoo welcomes 500,000 guests on an annual basis. The Zoo sits on 24 acres and includes a variety of buildings and habitats. Many of the components of the campus have historic significance. The Zoo is operated by the Zoological Society of Buffalo, Inc. under a lease agreement with the City of Buffalo. Since 2000, more than \$50 million worth of capital improvements to exhibitry and infrastructure have been completed. In 2019, the Zoo's five-year strategic plan was completed. Our mission of Building Community → Creating Connections → Saving Wildlife is guiding our masterplan that is under development. This masterplan will guide the growth and development of the Zoo for the next twenty years.

Overview of Position:

Basic Purpose and Responsibility:

Reporting to the Chief Zoological Officer, this position is responsible for many developmental and administrative functions for the Zoo's animal collection with the goal of promoting animal husbandry, care, and welfare, and supervision of the Animal Department staff. This position works collaboratively with the Veterinary, Facilities, Guest Experience, Marketing/Events and Education departments.

Essential Functions:

General Responsibilities -

- Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.
- Oversees and ensures the proper care, husbandry, and welfare of the department's animal collection to include the preparation and administration of diets, medical care, and the design, development and maintenance of animal exhibits, building equipment and mechanical systems.
- Works in coordination with the Curator of Animal Behavior and Welfare, to ensure implementation of Animal Behavior and Welfare initiatives while meeting care and husbandry goals.
- Responsible for the acquisition and disposition of specimens and planning/ implementing various projects.
- Develops the Institutional Collection Plan with the Chief Zoological Officer, other Curators/ Assistant Curators, Senior Staff, and the President/CEO.
- Expected to assist and oversee animal moves, shipments, medical procedures, restraining, and capturing animals.
- Maintains a diversified animal collection through purchase, trade or negotiation of breeding loans.
- Assists with design of new/renovated exhibits and holding areas in accordance with USDA requirements and AZA Husbandry Guidelines.
- Use existing knowledge of animal care and husbandry to guide management of various species and individual animals in existing and new habitats and scenarios.

- Initiates and oversees viable managed breeding, husbandry and conservation programs for species in the department's collection, in collaboration with relevant Association of Zoos and Aquariums (AZA) and Conservation and Science (C&S) committees.
- Communicates with the Veterinarians to ensure optimal healthcare for the animal collection and assists with medical procedures and examinations, as necessary.
- Act as Curator on Duty or Director on Duty as assigned.

Curatorial/Supervisory Responsibilities -

- Coordinates daily activities of the department through effective communication with the Chief Zoological Officer, Curator of Animal Behavior and Welfare, Assistant Curators, Team Leads/Animal Managers, Keepers I, II, III, and Students/Interns/Volunteers.
- Conducts weekly staff and area meetings.
- Supervises department personnel, hires and trains staff, responsible for scheduling, payroll/time keeping, and performance management. Acts as a key management representative for department on collective bargaining matters, serving on labor / management committees, processing grievances, and participating in labor / management initiatives, etc. Ensures Animal Department compliance to the Unionized workers' contract.
- Develops a continuous improvement plan for the department as well as each staff member, focusing on enhancing team skillset and productivity. Ensures that keepers are given ample feedback and are rewarded for success and understand areas of needed improvement.
- Coordinates and directs the Emergency Response Weapons Team. May help coordinate other outside emergency response when needed. Also participates in emergency response as a member of the emergency response team and potentially the Weapons Response Team.
- Under the direction of the Veterinarian, coordinates pest control efforts and coordinates pest control vendor activities.
- Writes, updates, and reviews animal management/husbandry protocols ensuring husbandry standards are met.
- Establishes, updates and maintains consistent application of department policies and procedures.

Other -

- Interacts with guests and provides informal and programmed educational information, relative to Zoo programs, husbandry, animal conservation, etc. Conducts tours and assists with public, media and interviews as requested.
- Participates in relevant Taxon Advisory Groups (TAGs) and Species Survival Plans (SSPs) as institutional representative. Leadership role(s) in AZA conservation and science committees/activities is encouraged.
- Maintains complete and accurate animal records, etc.
- Prepares an annual departmental budget and maintains a thorough understanding of budgetary resources allocated to the Animal Department. Analyzes and prepares a variety of reports/forms, billing invoices, and general correspondence. Manages departmental purchases.
- Represents the department at senior staff meetings, animal management meetings, animal welfare committee meetings, Research Committee meetings, Board of Directors meetings and other in-house and external functions including professional association meetings as requested.
- Keeps abreast of current field informational resources and implements change where beneficial to departmental goals.
- Fully supports Buffalo Zoo's strategic plan, mission and core values, and works with all Zoo staff to support these plans. Positively promotes and fosters work that improves department function and productivity to exceed standards.
- Performs related work as required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Additional duties as assigned by the Chief Zoological Officer or the President/CEO.

Position Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

Education and Experience (Minimum Needed):

- Associate's or Bachelor's degree required (in one of the Biological Sciences preferred) with a minimum of five years of experience working with exotic animal husbandry at an accredited AZA institution or related facility.
- Minimum of three - five years of management/supervisory experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.
- Diversified experience and demonstrated knowledge of husbandry and management of an exotic animal collection in a professional setting. Experience with Herpetological and/or Avian collections will be advantageous in this role.

Special Skills:

- Must be able to work independently and with a high degree of efficiency.
- Must be able to maintain effective working relationships with other employees and the public.
- Working knowledge of personal computers and software applications preferred (MS Office Suite) and possess thorough knowledge of current animal care recordkeeping software to include ZIMS.
- Must be able to handle multiple projects simultaneously.
- Experience with physical restraint equipment, vehicles and related maintenance equipment.

Other:

- Curator must be on 24-hour call. Will be required to work evenings, weekends and holidays.
- Position is considered "Essential/Mandatory Staff" and may be required to work on adverse weather days and during emergencies.
- Successful completion of a post-offer pre-employment general medical screen and drug test prior to starting work.
- Successful completion of a post-offer pre-employment background check.
- Successful completion of a post-offer pre-employment fitness for duty test.
- TB Test conducted annually.
- Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A large percentage of duties are performed outdoors in various weather conditions, ranging from rain, wind, cool to cold weather, and extreme heat and humidity. It is possible the employee will be exposed to dust and harsh chemicals that if not handled properly may present a health hazard. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

A fitness for duty test will be required in order for the successful candidate to be given further consideration for the position.

Compensation and Benefits

This is a full-time, exempt position. Salary \$65,000 to \$70,000 depending on qualifications. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time. Benefits are available after the successful completion of an introductory probation period of 60 days of work. Sick time available upon hire.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

Equal Opportunity Employer

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