



CURATOR

Title Code: 3028SM

DEFINITION

Under general direction, manages and operates an OC Park or OC Zoo facility; trains, schedules, and supervises the work of park personnel engaged in the operation and maintenance of zoo or cultural and natural park resources including park infrastructure, capital improvement projects, programming, archaeological artifacts, paleontological fossils, special events, etc. This classification provides a variety of visitor services including public tours and outreach programs. Incumbents research, prepare, and present interpretive materials and exhibits to educate the public. In addition, incumbents liaison with internal and external stakeholders, civic leaders, elected officials, community groups, and regulatory agencies.

CLASS CHARACTERISTICS

Positions in this class are characterized by having responsibility for the day-to-day management and operations of a single OC Park or OC Zoo facility and the supervision and program development of OC Park's cultural and natural resources or OC Zoo's animal collection. Positions in this class are responsible for supervising staff accountable for the administration, operation, and maintenance of grounds or facilities. Incumbents also routinely interact with visitors, staff members, advisory boards, commissions, other County agencies, partner groups and other important stakeholders. In addition, incumbents advise other parks or zoo facilities and stakeholders on management, operation, maintenance, resource preservation, and best practices. Curators report to an Operations or Zoo Manager.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

1. Plans, trains, schedules, supervises, and evaluates the work of park/zoo personnel, volunteers and docents.
2. Coordinates and supervises the accessioning, deaccessioning, and loaning of park/zoo resources and maintains all records and documentation in accordance with collections management best practices.
3. Ensures park/zoo facility and operations comply with regulatory agencies and pertinent laws, to include applicable Federal, State and local legal obligations of the assignment, e.g., Secretary of the Interior's Standards for Treatment of Historic Properties, California Environmental Quality Act, National Environmental Preservation Act, Natural Communities Conservation Plans, Habitat Conservation Plans, Long-term Management Plans, etc.
4. Interacts and optimizes guest experience to promote positive community relations and to share importance of cultural and natural resources through formal programs and informal contacts.

5. Identifies essential supplies and/or equipment and prepares necessary requisitions.
6. Plans, organizes, and monitors the work activities involved in the daily operations of the park/zoo facility.
7. Recommends and supervises preventative maintenance on structural and natural resources existing at the park/zoo facility.
8. Assists the Operations/Zoo Manager with the preparation and monitoring of the park/zoo facility's budget, maintenance inspection reports, work requests, facility assets and inventory.
9. Monitors, inspects, and approves the work of contractors.
10. Reports injuries, vandalism, fires, and area misuse to the appropriate authority.
11. Researches, plans, supervises, presents, and evaluates special events, and interpretive park and zoological programs.
12. Coordinates and assists in the correspondence and agreements for programs between the County and other agencies.
13. Develops and presents operation and interpretive exhibits, guides, and manuals.
14. Conducts special studies and investigations and prepares park/zoo policies and procedures.
15. Acts as liaison and develops relationships with support groups and civic leaders, governmental agencies, and other special interest groups.
16. Performs the duties of subordinate staff based on staffing needs.
17. Works in conjunction with technical staff to update and maintain park/zoo website.

OC Parks Assignment:

1. Collaborates with project management staff and contractors to complete preservation, restoration, and capital improvement projects.
2. Manages habitat, cultural, and natural resource restoration including capital projects, facility infrastructure, archaeological and paleontological, etc.
3. Manages park resources based on the facility's Resource Management Plans, General Development Plans and regulatory documents, such as Natural Communities Conservation Plan, Habitat Conservation Plan, Long-term Management Plans, etc.
4. Maintains requirements for any special designations (e.g., National Historic Landmark status, California State Landmark designations).
5. Proposes and prepares contracts and resource protection services.

OC Zoo Assignment:

1. Supervises the cleaning, disinfecting, and repair of animal shelters and compounds.
2. Proposes and prepares contracts for feed and veterinary services.
3. Collaborates with veterinary staff to ensure the health and welfare of animals.
4. Consults with veterinarians to develop animal breeding programs.
5. Maintains comprehensive records pertaining to the keeping and care of zoo animals and zoo operations.

MINIMUM QUALIFICATIONS

Knowledge of

- Principles of researching, preparing, and presenting interpretive displays, exhibits, and programs
- General resource management, preservation, and protection
- Methods and techniques used in the preparation and monitoring of budgets
- Methods, materials, and equipment used in a park/zoo facility and grounds-keeping construction, maintenance, and repairs
- Methods and techniques of equipment maintenance and preventative maintenance

- Principles and methods of personnel supervision and management-employee relations
- County rules, regulations, and ordinances relating to the operation of a park/zoo facility

OC Parks Assignment:

- Preservation techniques of cultural and natural resources
- Laws and regulations that apply to cultural and natural resources
- Principles and practices for operating a park facility
- Collection management principles
- Information systems for preserving, maintaining and operating park resources

OC Zoo Assignment:

- Physiological needs, interrelationships and nature of animals and/or related biological sciences
- The varieties, habits, diets, capture, and restraint of mammals, birds, and reptiles commonly found in zoos
- Principles and practices involved in operating a zoo facility
- Various diseases affecting zoo animals and the appropriate methods and techniques for disease prevention and control
- Proper handling and restraint of zoo animals

Ability to

- Train, supervise, and evaluate the work of subordinates and ensure facility and employees understand the County's and OC Park's safety programs related to park/zoo operations and maintenance
- Communicate and interact effectively with the public and entities in a variety of complex situations in a manner that conveys confidence and promotes trust
- Collaborate and communicate effectively with partners and important stakeholders
- Evaluate priorities and effectively schedule and assign staff resources
- Monitor staffing and equipment needs and ensure adequate coverage/levels
- Detect natural or structural deficiencies and assign work priorities for their correction
- Write clear and concise reports, memos, and correspondence using current computer applications and programs
- Develop protocols and procedures within park/zoo and maintenance operations
- Plan, prepare, present and coordinate with internal and external groups special events and interpretative programs at the zoo or respective park facility
- Understand, interpret and apply laws, rules, codes, ordinances, policies, regulations, procedures and/or directives related to park/zoo operations and maintenance
- Effectively and efficiently perform job duties in the presence of stressors such as public complaints, aggressive animals, injured animals, or other emergency situations
- Work non-traditional hours such as holidays, weekends, evenings, and night-shift based on departmental needs

OC Parks Assignment:

- Safely and effectively use various types of park maintenance equipment such as specialty vehicles, small power equipment, and hand tools

OC Zoo Assignment:

- Make animal observations to detect changes in animal behavior or changes in animal health
- Safely handle various species of wild and domesticated animals
- Safely and effectively use various types of animal related equipment such as capture and restraint tools, small power equipment, and hand tools

Education and Experience

OC Parks Assignment:

Five (5) years of experience in the field of resource management, public history, historical or cultural education, historic preservation and restoration, or interpretive program development in a related field.

A Bachelor's degree or higher from an accredited university or college in public history, history, social science, resource management, ecology, environmental science, forestry, biology, public administration, recreation management or closely related field may substitute for two (2) years of the required experience.

OC Zoo Assignment:

One (1) year as a Senior Parks Animal Keeper within the County of Orange.

Or

Four (4) years as a Parks Animal Keeper within the County of Orange.

Or

Five (5) years of experience in a similar role with progressive responsibility for the supervision, operation, program development, and facility maintenance of a zoological facility.

A Bachelor's degree or higher from an accredited university or college in zoology, biology, or closely related field may substitute for up to two (2) years of experience.

License/Certification

Possession of a valid California Driver License, Class C or higher, before date of appointment.

OC Zoo Assignment:

Rabies pre-exposure inoculations will be required as a condition of continued employment in positions having direct contact with or exposure to wildlife and animals commonly found in zoological facilities.

PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS

Physical and Mental Requirements

Strength to pull, drag, lift and carry up to 50 pounds for 50 feet. Manual dexterity to hand write paperwork and use a computer. Vision sufficient to read standard text and fine print, view a computer screen, see animals at a distance, determine depth and to distinguish body language. Hear and speak well enough to converse with others in person, over the phone and over a radio system. Mental stamina for problem

solving and dealing with stressful situations. Mental fortitude to focus and perform job duties in the presence of stressors such as upset citizens, aggressive animals, injured or deceased animals, or similar situations.

OC Zoo Assignment:

Strength to handle, restrain, lead and maneuver large animals, including livestock, from one area to another or into a trailer for transport. Strength to capture, secure, handle and restrain a variety of animals, which may be physically uncooperative and aggressive. Agility to walk, run and physically maneuver oneself to capture and avoid injury from various animals. Ability to stand for extended periods. Body mobility to walk and run on uneven ground, climb stairs, bend, twist, reach, kneel, squat and crawl to catch animals. Hear well enough to hear the approach of an animal or sounds emitted by animals.

Environmental and Working Conditions

Will be required to work in a standard office environment around office equipment. Will be required to work outside in all weather conditions. Will be required to work in dusty, loud and/or malodorous environments. Will be required to interact with various members of the public.

OC Parks Assignment:

May work in hazardous or unusual work environments including wilderness areas, open spaces, confined spaces, or near hazardous building materials.

OC Zoo Assignment:

Will be required to work with and around animals in an environment where animals are captured, housed, transported and maintained. Animals may be large, small, aggressive, friendly, injured, dangerous and/or venomous. May be exposed to various zoonotic diseases, noxious odors, animal blood, animal dander, blood-borne pathogens, feces and urine, fleas, ticks, mites as well as injured, sick, dead and/or diseased animals. Will be required to work around commonly used animal chemicals such as flea medications and/or various types of soaps, cleansers and disinfectant agents.

CLASS HISTORY

Revised: 02/16/2018
Established: 11/03/1989 (Zoo Curator)