



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** Assistant Zoo Superintendent (\*Provisional Appointment)

**SALARY:** \$56,908 - \$73,387 annually

**LOCATION:** Monroe County Parks Department – Seneca Park Zoo

**JOB SUMMARY:** This is an administrative position in the Department of Parks, Seneca Park Zoo, responsible for assisting the Superintendent manage Zoo operations. Responsibilities involve managing the daily activities of the Zoo, developing and monitoring operating procedures and policies, ensuring animal and staff safety and associated training, and representing the Superintendent during absences. The employee is on emergency call evenings and weekends. General supervision is exercised over a professional and technical staff. The employee reports directly to and works under the general supervision of the Zoo Superintendent. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER;

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years paid full time or its part time equivalent professional\* experience in an Association of Zoos and Aquariums (AZA) Accredited Zoo that involved leading and participating\*\* in the care and feeding of the animal collection, OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus five (5) years of paid full time or its part time equivalent professional\* experience as defined in (A) above, OR;
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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

\*\*for the purposes of these minimum qualifications, leading and participating shall involve, training staff in animal care, and ensuring staff adhere to protocol, rules, laws and/or regulations.

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

**ADDITIONAL INFORMATION:** Candidates will be required to pass a pre-employment drug test and physical along with a background investigation. Failure to meet the standards may result in disqualification.

In addition to the minimum/additional qualifications the following factors will be considered:

- Time and Attendance Record
- Performance Evaluations

**RESIDENCY REQUIREMENT:** Applicants must be residents of Monroe County at the time of appointment and for at least four (4) months prior to the time of examination.

**Send Civil Service Application to:** Leah Jahna, Parks Personnel (753-7282)  
Monroe County Parks Department  
171 Reservoir Avenue  
Rochester, New York 14614

**Posting Deadline:** August 26, 2011

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.