

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2003
CALM SERIES
SALARY SCHEDULE: #85
RANGE: 12.00
CLASSIFIED MANAGEMENT - OVERTIME EXEMPT
CODE: 2,6,7,8**

**MANAGER - CALM
(California Living Museum)**

DEFINITION

Under the direct supervision of the Program Supervisor (CALM), oversees the daily operation of the California Living Museum (CALM).

EXAMPLES OF DUTIES

Maintains work schedules, trains, and supervises permanent, limited term, docent, and volunteer employees;

conducts tours and answers visitors' questions concerning animals' habits or CALM operations;

develops and conducts programs or presentations regarding the animal and plant population of the CALM;

solicits outside sources for educational programs and displays relevant to the CALM educational program;

develops and supervises installation of indoor educational exhibits;

supervises the maintenance and care of the animal population including proper diet and proper habitat;

supervises and assists in the planning of proper animal and plant habitats;

supervises maintenance of main building and other outbuildings on CALM property;

schedules use of Zoo Mobile and schedules routine maintenance;

assists in the budget planning process for CALM;

assists in planning future projects and fund raising activities for CALM;

maintains financial records and reports regarding the daily operation of CALM;

evaluates the performance of supervised permanent staff members.

QUALIFICATIONS

Knowledge of:

Animals and plants indigenous to Kern County and California;

care of animals and plants indigenous to Kern County and California;

principles and practices of supervision.

Ability to:

Plan, organize, prioritize and supervise the work of others;

understand and carry out oral and written directions;

communicate effectively in both oral and written form;

establish and maintain cooperative working relationships with co-workers, volunteers, and the general public;

work outside in inclement weather conditions, including dust, heat, rain, and pollen;

work with outdoor flora and fauna of the region;

walk on rough terrain;

lift 50 pounds on a regular basis and 125 pounds occasionally;

see, hear reach, bend, kneel and run.

Experience:

A minimum of three years experience performing the duties listed above;

demonstrated leadership skills.

Education:

AA degree required;

BA in biological sciences and/or zoology preferred.

Condition of employment:

Passage of a pre-employment medical assessment;

must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage;

fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of one year.

ST:rjw

12/3/04

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Previously - F:\CalLivMusMngr