

CITY OF ATASCADERO

IS ACCEPTING APPLICATIONS FOR

Zookeeper I



- ◆ Salary: \$2,957.73 - \$3,595.15/mo.
- ◆ Filing Deadline: No later than 5:00 p.m., Friday December 16, 2016

APPLICATION PROCEDURE:

Applications may be obtained from the City's web site at www.atascadero.org; from City Hall located at 6500 Palma Avenue in Atascadero, CA, or by calling (805) 461-5000 during normal business hours. A City of Atascadero Employment Application must be completed and received in the City Manager's Office by the final filing deadline stated above (no postmarks). Completed, signed and scanned application forms may be emailed to jobs@atascadero.org. A résumé of three pages or less may supplement the application but **may not** be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE:

All City application forms received by the final filing date will be reviewed for original signature, accuracy, completion, neatness, work experience and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process that will include, but may not be limited to, the initial application paper screening and an oral interview. Finalists will be required to pass medical testing as required for the position listed, including possible drug screening and TB test; and a LiveScan fingerprinting background check. Following appointment to the position, there is a twelve- (12) month probationary period, which is the final phase of the selection process.

THE POSITION:

This Zookeeper position will work under the limited supervision of the Senior Keeper. Performs a wide variety of routine animal care and welfare duties, as well as a variety of facility and exhibit maintenance tasks to include feeding, cleaning of exhibits, performing routine animal husbandry, and other keeper maintenance duties.

EXAMPLES OF JOB DUTIES:

Assists staff in animal care and restraint; assists with animal presentations to groups; maintains assigned areas, facilities, and equipment in clean and orderly condition; may operate small-to-medium sized automotive or specialized equipment related to assignment; assists in more complex and specialized maintenance of exhibit and off-exhibit areas appropriate to assignment; learns the operation of large and specialized equipment as assigned; assists in maintaining animal records related to duties performed; assists staff in behavioral enrichment of animal collection; assists staff and veterinarian with medical procedures; performs related duties similar to the above in scope and function, as required; helps maintain zoo grounds; sets up and supports special events; locks and unlocks doors and gates to ensure security of zoo buildings, grounds and related areas; interacts with zoo visitors on educational or Zoo issues.

QUALIFICATIONS:

Minimum age: 18 years old. Graduation from a standard senior high school or GED equivalent, and one year paid experience, or training and/or education to demonstrate abilities essential to the performance of the position. Possess good public relations and customer service skills. Some knowledge of animals, facilities,

materials, methods and procedures used in exhibit and zoo grounds maintenance, construction and repair activities. Ability to read, write and maintain zoo records at a level sufficient to successfully perform required duties. Must have basic computer skills and the ability to safely and effectively operate and/or learn to operate automotive and/or specialized equipment as assigned; learn zoo keeping, animal husbandry, and zoo maintenance techniques; practices, procedures, and techniques pertaining to assigned area. Certain immunizations may be required. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions. Must have the ability to work outdoors in inclement weather; lift at least fifty (50) pounds; and be able to work evenings, weekends and holidays, as well as relief coverage. Must have excellent customer service skills using tact, judgment and discretion and have a flexible, approachable, friendly demeanor.

THE DEPARTMENT:

This position is assigned to the Charles Paddock Zoo in Atascadero. The Charles Paddock Zoo is a division of the City Manager's Office of the City of Atascadero.

THE CITY:

The City of Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 29,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent areas.

EMPLOYEE BENEFITS:

VACATION:	10 days per year, gradually increasing to 24 days after 20 years completed.
HOLIDAYS:	11 days per year, plus one floating holiday.
SICK LEAVE:	12 days per year.
HEALTH & LIFE:	Employee is covered for medical, dental, vision and life insurance. The City contributes a portion of the cost of dependent coverage for medical, dental, vision and life insurance.
RETIREMENT:	Public Employee's Retirement System (PERS). No FICA deductions.
DISABILITY INS:	SDI - Employee paid.

OTHER SPECIAL REQUIREMENTS:

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. Employees must possess a valid California Driver License which must be presented upon hire, along with a California DMV driving record printout and proof of auto insurance coverage. These documents must be presented prior to starting work. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero City Manager's Office by the final filing date if you will need special accommodations due to a legally defined disability to participate in this selection process.

Detailed information regarding the specifics of this position can be obtained by contacting the Zoo Director Alan Baker at 805-470-3170.

CITY OF ATASCADERO - CITY MANAGER'S OFFICE
6500 PALMA AVENUE, ATASCADERO, CA 93422
(805) 461-5000

www.atascadero.org
jobs@atascadero.org