

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ESTABLISHING) RESOLUTION NO. 82-317
A NEW CLASSIFICATION OF)
EDUCATIONAL SERVICES AIDE AT) Introduced by the Council
THE WASHINGTON PARK ZOO) Coordinating Committee

WHEREAS, Section 24(c) and 29(a) of the Metro Personnel Rules require Council approval of new classifications added to the Metro Pay and Classification Plan; and

WHEREAS, A need exists for establishment of a classification of 265 Educational Service Aide for seasonal part-time and temporary positions at the Zoo currently using the classification of 010 Management Intern; and

WHEREAS, The salary range assigned to the Management Intern classification is considered excessive and a need exists to establish a lower salary range of \$3.45 to \$6.80; now, therefore,

BE IT RESOLVED,

That the Metro Pay and Classification Plan is hereby amended by establishing a new classification of Education Services Aide on salary range 0.0 \$3.45 to \$6.80 and the positions of Zoo-to-You Coordinator, Children's Zoo Volunteer Supervisor, Insect Zoo Supervisor, Insect Zoo Assistant, and Zoo-to-You Helpers currently classified as Management Interns be reclassified to the new classification.

ADOPTED by the Council of the Metropolitan Service District this 1st day of April, 1982.



Presiding Officer

ZOO-TO-YOU ASSISTANT

GENERAL STATEMENT OF DUTIES:

Assists in presenting live animal shows to groups of children in the tri-county area during the summer. Assists with the production of scripts and props for these shows. Cares for animals used in the shows while they are away from the Zoo. Responsible for cleanup and maintenance of equipment upon return from presentations.

SUPERVISION RECEIVED:

Works under the direct supervision of the Zoo-To-You Coordinator and the Education Specialists who plan the work schedule and activities for this position. After employee becomes familiar with job requirements and regulations, some degree of independent action may be exercised with respect to specific methods used to perform some responsibilities.

SUPERVISION EXERCISED:

Responsible for supervision of the Zoo-To-You Helper in the absence of the Zoo-To-You Coordinator. Responsibilities include scheduling and assigning work tasks and reporting any conflicts to the Zoo-To-You Coordinator or the Education Specialists.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Assists with live animal shows given to groups of children in parks and libraries as directed by the Zoo-To-You Coordinator. May present information to audiences and answer questions.
2. Assists in the production of scripts and props for live animal shows.
3. Assists with the daily preparations for each day's activities.
4. Provides care for animals used in animal shows while animals are away from the Zoo grounds.
5. Assists with cleanup and maintenance of equipment used in animal shows upon return from the day's activities.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Ability to perform in front of large groups. Good public speaking skills. Ability to develop and maintain effective working relationships with employees, volunteers and the public, to communicate effectively with small children; to communicate clearly and concisely, both orally and in writing.

Some knowledge of animals and their behavior is desirable.

EXPERIENCE AND TRAINING:

Some experience in theater performing or public speaking. Sufficient education to demonstrate the ability to read instructions and understand them and to write clearly and concisely. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL CONDITIONS:

Ability to work full-time during the summer (June through August).

SW/srb
5367B/294

INSECT ZOO SUPERVISOR

GENERAL STATEMENT OF DUTIES:

Plans the general layout of exhibit materials for the Insect Zoo and prepares the exhibit for opening in the summer. Acts as interpreter or guide for the exhibit. Directly supervises two to four Insect Zoo Assistants.

SUPERVISION RECEIVED:

Works under the supervision of the Education Services Manager and Education Specialists. Supervision is provided through review of work performance and results achieved. Detailed instructions may be given on initial employment. However, after employee becomes familiar with job requirements and regulations, a high degree of independent action is stressed with respect to specific methods used.

SUPERVISION EXERCISED:

Directly supervises two to four Insect Zoo Assistants. Responsible for training, scheduling, assigning daily tasks and resolving conflicts.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Develops and organizes the general layout of exhibit materials for the Insect Zoo.
2. Produces signs and labels for exhibits.
3. Collects some specimens for the exhibits.
4. Maintains specimens in exhibits.
5. Acts as an interpreter or guide for the Insect Zoo.
6. Plans and conducts nature walks dealing with arthropods.
7. Selects, trains and supervises student assistants.

RECRUITING REQUIREMENTS:KNOWLEDGE, SKILL, ABILITY

Ability to develop and maintain effective working relationships with teenagers, other adult employees and the public; to communicate effectively with small children; to communicate clearly and

concisely, both orally and in writing; to prepare identification signs for exhibits. Reasonable knowledge of general science and natural history sufficient to accurately interpret arthropods to the lay public.

EXPERIENCE AND TRAINING:

Experience in: presenting information to a large audience; in working with teenagers and small children. Some education in general science and natural history, sufficient to accurately interpret arthropods to the lay public. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL CONDITIONS: Ability to work weekends; to work part-time during the spring and full-time during the summer (June through August).

5349B/294

ZOO-TO-YOU COORDINATOR

GENERAL STATEMENT OF DUTIES:

Plans, schedules and presents live animal shows to large groups of children in the tri-county area during the summer. Trains and supervises two summer program assistants to help with presentations. Cares for animals used in presentations while they are off the Zoo grounds.

SUPERVISION RECEIVED:

Works under the direct supervision of the Education Specialists. Detailed instructions are given on initial employment and on subsequent new assignments. However, after employee becomes familiar with particular procedures and regulations, independence of action is stressed with respect to specific methods used. Evaluation is based on observing job performance and the results achieved.

SUPERVISION EXERCISED:

Directly supervises an assistant and a helper. Responsible for training, scheduling, assigning daily tasks and resolving conflicts.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Plans and presents live animal shows to large groups of children which involves talking about animals and handling live animals. These shows are presented at parks and libraries in the tri-county area during the summer.
2. Schedules and presentations with parks and libraries.
3. Trains and supervises program assistant and helper.
4. Cares for animals used in presentations while they are off the Zoo grounds.
5. Transports animals and other props used in presentations to parks and libraries.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Ability to perform in front of large groups; to train assistants in public speaking techniques; to develop and maintain effective

working relationships with teenagers, other adult employees and the public; to communicate effectively with small children; to communicate concisely and clearly, both orally and in writing.

Some knowledge of animals and their behavior is desirable.

EXPERIENCE AND TRAINING:

Some experience in: theater performance or public speaking; in environmental/public interpretation; in working with teenagers and small children in large group situations. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL CONDITIONS: Possession of, or the ability to secure possession of, a valid Oregon driver's license at the time of employment. Ability to drive, or the ability to learn to drive, a standard shift van at the time of employment. Ability to work full-time during the summer (June through August).

5351B/294

INSECT ZOO ASSISTANT

GENERAL STATEMENT OF DUTIES:

Assists the Insect Zoo Supervisor in setting up new exhibits in the Insect Zoo, caring for animals in the Insect Zoo, maintaining overall appearance of the exhibit, instructing the public about the exhibits and answering their questions, and conducting insect walks with small groups of children.

SUPERVISION RECEIVED:

Works under the direct supervision of the Insect Zoo Supervisor. Detailed instructions are given on initial employment and on subsequent new assignments. However, after employees become familiar with particular procedures and regulations, they may exercise independence of judgment in performing some responsibilities.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of this position.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Assists the Insect Zoo Coordinator with research and production of new exhibit material.
2. Answers Zoo visitors' questions about the Insect Zoo animals.
3. Gives short talks about insects to visitors.
4. Conducts insect walks with small groups of children.
5. Maintains the overall appearance of the Insect Zoo.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Ability to meet and interact with the public; to work with and supervise children; to develop and maintain effective working relationships with employees, volunteers and the public. Some knowledge of biology or the ability and willingness to quickly acquire that knowledge.

EXPERIENCE AND TRAINING:

Sufficient education to demonstrate the ability to read instructions and understand them.

SPECIAL CONDITIONS: This is a full-time summer position (June through August) and will require working weekends.

5350B/294

CHILDREN'S ZOO VOLUNTEER SUPERVISOR

GENERAL STATEMENT OF DUTIES:

Assists the Children's Zoo Animal Keeper in daily summer operation of the Children's Zoo. Develops public interpretation programs for the Children's Zoo and the Insect Zoo. Supervises Children's Zoo volunteers.

SUPERVISION RECEIVED:

Works under the direct supervision of the Education Specialists and the Children's Zoo Animal Keeper. Detailed instructions are given on initial employment and on subsequent new assignments. However, after employee becomes familiar with particular procedures and regulations, independence of action is stressed with respect to specific methods used.

SUPERVISION EXERCISED:

Directly supervises a corps of 50 to 60 teenaged Children's Zoo volunteers. Is responsible for on-the-job training, scheduling, assigning daily tasks, and resolving conflicts among volunteers.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Assists the Children's Zoo Animal Keeper in the daily summer operation of the Children's Zoo and confers with the Keeper on a daily basis regarding tasks that need attention by either the Children's Zoo Volunteer Coordinator or Children's Zoo volunteers.
2. Develops public interpretation programs for the Children's Zoo and the Insect Zoo; works with the Children's Zoo Animal Keeper and the Insect Zoo Supervisor to plan interpretive programs about animals; trains volunteers to present interpretive programs to the public; leads tours and gives animal demonstrations for the volunteer enrichment program; works one day a week supervising teenaged Insect Zoo Assistants who give public presentations about insects.
3. Supervises a corps of 50 to 60 teenaged Children's Zoo volunteers; responsible for on-the-job training, scheduling, assigning daily tasks, and resolving conflicts among volunteers.

4. Assists with volunteer group activities such as picnics and special Zoo tours.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Ability to develop and maintain effective working relationships with teenagers, other adult employees and the public; to communicate clearly and concisely, both orally and in writing; to interact positively with the public. Some knowledge of animals and their behavior is desirable.

EXPERIENCE AND TRAINING:

Some experience and training in environmental/public interpretation. Some experience in working with teenagers in group situations and in program administration and/or supervision of volunteers. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL CONDITIONS: Ability to work on weekends; to attend a one-to two-day training session before the summer season; to attend three Children's Zoo volunteer orientation sessions in June; to work full-time during the summer (June through August).

5348B/294

ZOO-TO-YOU HELPER

GENERAL STATEMENT OF DUTIES:

Assists the Zoo-To-You Coordinator and Assistant in producing, preparing and presenting live animal shows given to groups of children in the tri-county area during the summer. Provides care for animals used in the shows while they are away from the Zoo. Assists in the cleanup and maintenance of equipment upon return from presentations.

SUPERVISION RECEIVED:

Works under the direct supervision of the Zoo-To-You Coordinator. Some supervision is exercised by the Zoo-To-You Assistant.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of this position.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Assists the Zoo-To-You Coordinator and Assistant in presenting live animal shows to groups of children in tri-county parks and libraries. May present information to audiences and answer questions.
2. Assists in the production of props used in the presentations.
3. Assists in the daily preparations for each day's activities which includes assembling equipment and loading it into a van.
4. Provides care for animals used in animal shows while animals are away from the Zoo.
5. Assists with cleanup and maintenance of equipment used in animal shows upon return from the day's activities.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Ability to perform in front of large groups. Good public speaking skills. Ability to develop and maintain effective working relationships with employees, volunteers and the public. Ability to communicate effectively with small children. Some knowledge of animals and their behavior is desirable.

EXPERIENCE AND TRAINING:

Some experience in theater performing or public speaking. Sufficient education to demonstrate the ability to read instructions and understand them. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

SPECIAL CONDITIONS:

This is a full-time summer position (ne through August).

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5369B/294

A G E N D A M A N A G E M E N T S U M M A R Y

TO: Metro Council
FROM: Executive Officer
SUBJECT: Establishing a New Classification of Educational Services Aide at the Washington Park Zoo

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approval of a new classification of 265 Educational Services Aide at salary range 0.0 \$3.45 to \$6.80 per hour.
- B. POLICY IMPACT: None.
- C. BUDGET IMPACT: The new classification will enable the Zoo to appoint seasonal, temporary and part-time aides at lower rates of pay than are currently provided in the Pay Plan and should result in a savings in the Zoo budget.

II. ANALYSIS:

- A. BACKGROUND: The Zoo has a number of seasonal, part-time and temporary positions in the Educational Services Division such as the Zoo-to-You Coordinator, Children's Zoo Volunteer Supervisor, Insect Zoo Supervisor, Insect Zoo Assistant and Zoo-to-You Helpers (Class Specifications are attached). These positions require varying degrees of knowledge, skill and ability and have been paid at varying rates of pay under the classification 010 Management Intern SR 02. As a result of the cost of living adjustment last July, the range assigned to that class is \$4.83 to \$6.04. Some of the positions included in that classification do not warrant the beginning rate of pay and should be paid \$3.45 per hour to be consistent with similar positions at the Zoo in Visitor Services. By adopting the new class of 265 Educational Services Aide with a broad salary range from \$3.45 to \$6.80 the Zoo can place positions requiring more education at a higher rate within the range.
- B. ALTERNATIVES CONSIDERED:
 - a. Establish a separate classification for each position within this portion of the Educational Services program. This was rejected in the interest of establishing fewer broad generic categories rather than creating a new class for each new position.
 - b. Using the existing class of Management Intern, this was rejected since the beginning rate is considered excessive for certain positions and the top of the

range \$5.86 not high enough for the minimum qualifications of the supervisory positions.

- C. CONCLUSION: Approve the new classification of 265 Educational Services Aide at salary range 0.0 \$3.45 to \$6.80 per hour.

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