

## Classification description

**Title:** Deputy Conservation Manager  
**Job Code:** 1405  
**Pay Range:** 538  
**FLSA Status:** Exempt - Administrative

**Employee Group:** Non-Represented  
**Established:** 7/06  
**Revised:** 4/14  
**EEO Category:** Officials and Administrators

### CLASSIFICATION DESCRIPTION

Serve as the deputy for the Conservation Manager and perform a variety of research and animal management activities in support of animal conservation and behavioral research efforts at the Oregon Zoo. Manage grant funded research projects, supervise staff and students and coordinate student and visiting scientist research activities, design, performance, documentation and presentation of research studies, and coordinate research activities with other institutions and organizations.

### DISTINGUISHING FEATURES

This is a single classification and is not part of a series.

### DUTIES AND RESPONSIBILITIES

1. Conducts, analyzes, and/or interprets documents and presents independent animal research and conservation projects and studies.
2. Prepares, contributes to and reviews research projects, scientific papers and grant applications; represents the Zoo on professional society committees and presents research and conservation information and research to Zoo staff.
3. Leads, trains, advises and evaluates the activities of research staff, students, interns and volunteers. Provides training and leadership to students and volunteers in proper research procedures including design, data collection and analysis, and report writing.
4. Develops and presents instructional material and educational workshops to assist Living Collections, Conservation, and Volunteer Resource Divisions staff in applying scientific information to the husbandry of Zoo animals and to assist staff with informing Zoo visitors about scientific and conservation issues.
5. Coordinates, administers and leads animal research and conservation projects including those being performed with organizations outside of the Zoo.
6. Supervises, trains, advises and evaluates the performance of subordinate research staff, students and volunteers involved in research and conservation activities at the Zoo.
7. Provides management support and scientific guidance to interpretive, design and planning teams developing messages, themes, exhibit content and interpretive material for new and existing Zoo exhibits.
8. Conducts, leads, coordinates and supervises a variety of research projects including review of proposed Zoo research projects and coordination of research policy with the Zoo's Research Committee.
9. Prepares, contributes to and reviews research projects, scientific papers and grant applications; represents the Zoo on professional society committees; and presents research and conservation information and research to Zoo staff and volunteers, outside groups and the general public.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Five years of progressively responsible professional animal research experience, preferably including supervisory or teaching experience and
- Master's degree in biology, psychology, anthropology or a related field or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### **Knowledge, Skills and Abilities:**

- Exotic and wild animal research techniques, procedures and practices, including study design and methodology, and data collection, analysis and documentation
- Design, understand and perform animal research projects
- Teach and train others in research methods and/or to present research results in written and oral form to audiences with varying levels of understanding
- Work effectively with and/or supervise students, volunteers, professional associates and staff
- Frequently use discretion, decision making and problem solving
- Creativity
- Interpersonal skills, teamwork and customer service

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- Training/supervising
  - Basic math skills
  - Perform all position essential duties and responsibilities
  - Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
  - Work assigned schedule and exhibit regular and predictable attendance
  - Work in a safe manner and follow safety policies, practices and procedures
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
  - Successfully pass the background check and screening requirements required for the position

### **SUPERVISION RECEIVED**

### **SUPERVISION EXERCISED**

### **RELATIONSHIPS/CONTACTS**

Inside the organization, coordinates animal research and conservation work with all levels in other areas of the Zoo. Outside the organization, coordinates research work and presents research information to fellow professionals and the public.

### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

### **WORK ENVIRONMENT**

Duties are performed both indoors and outdoors. Employees in this classification can be exposed to the hazards of working with exotic and wild animals including kicks, bites, scratches and hazardous materials and equipment.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*