

# POSITION DESCRIPTION

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**POSITION TITLE:** Executive Director

**UPDATED:** February 2020

**SUPERVISOR'S TITLE:** President, Fort Wayne Zoological Society

**FLSA Status:** Exempt

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## PURPOSE

The Executive Director plans, administers, evaluates, and makes changes in all programs, facilities, and functions of the zoo. This position assesses the mission, long-range goals, and master plans of the zoo related to professional industry standards and community needs. This position also contributes to positive guest experiences and performs other duties as required.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL FUNCTIONS**

- » Ensures current operations, future goals, and plans are consistent with the zoo's mission.
- » Evaluates ongoing programs and operations for quality, efficiency, and sound purposes; plans and initiates indicated improvements.
- » Evaluates facilities, exhibits, the animal collection, revenue producing functions, cash handling, and recordkeeping—plans and initiates improvements.
- » Provides general direction of ongoing operations, animal management policies and practices, grounds, exhibits, facilities maintenance, revenue production, fiscal organization, and educational programs.
- » Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- » Plans and implements effective public relations, promotions, advertising programs and plans.
- » Submits a comprehensive annual budget and monitors revenue and expenses in accordance with the budget.
- » Ensures all phases of the zoo's operations comply with local, state, and federal laws and ordinances.
- » Plans, directs, and coordinates the efforts and resources of the Fort Wayne Zoological Society.
- » Actively contributes to positive guest experiences.
- » Assists with special projects and helps other zoo employees as needed.

### **SUPERVISORY RESPONSIBILITES**

- » Assists in determining staffing needs; interviews, hires, and orients all staff; prepares and administers regular evaluations; conducts disciplinary and termination conferences.
- » Provides support and supervision to staff.

## EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- » Master's degree in zoology or a related field or equivalent education and/or experience is required.
- » Ten years of on-the-job experience in a zoo environment or similar multi-disciplined organization is required.
- » Five years of experience in management is required.
- » Valid driver's license is preferred.
- » Must have transportation to attend meetings or perform other off-site work-related duties.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to write and make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, etc.—including radio and television.
- » Strong knowledge of public-relations principles and practices.
- » Ability to work with and apply mathematical concepts such as probability and statistical inference, fundamentals of geometry and trigonometry, fractions, percentages, ratios, and proportions to practical situations.
- » Ability to professionally and effectively communicate with others through written correspondence.
- » Ability to troubleshoot, analyze situations, and make sound business decisions.
- » Ability to make independent decisions and manage time effectively.
- » Strong knowledge of Microsoft Office software.
- » Strong organizational skills.
- » In-depth knowledge of general office procedures and practices.
- » Strong knowledge of correct grammatical usage, punctuation, etc.
- » Ability to create and manage budgets.
- » Ability to effectively and proactively train and supervise employees.
- » Ability to make independent decisions and delegate responsibility and duties.
- » Excellent knowledge of management practices to direct staff.
- » Ability to work a highly flexible schedule; weekend, evening, holiday, and irregular hours will be required.
- » Ability to handle confidential information.
- » Ability to understand and follow all safety regulations.
- » Ability to handle multiple tasks simultaneously.
- » Ability to arrive to work on time and maintain a positive attendance record.
- » Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- » Ability to deal tactfully and politely with guest questions and misbehavior.
- » Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- » Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- » Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- » Ability to properly lift and carry items up to 25 pounds.
- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- » Good speaking and listening skills.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous animals.