
Announcing an internal and general recruitment for

Oregon Zoo Director



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Metro

People places. Open spaces.

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy and good transportation choices for people and businesses in our region. Voters have asked Metro to help with the challenges that cross those lines and affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center, which benefits the region's economy.

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Employment opportunity

Oregon Zoo Director

About the Oregon Zoo

The Oregon Zoo is seeking a Director to provide leadership, innovation, energy and enthusiasm for carrying out the mission of its organization. Owned and operated by Metro Regional Government, the Zoo has an annual attendance of over 1.6 million visitors and an annual budget of over \$42 million. This zoo, located along the MAX light rail line, just five minutes from downtown Portland, enjoys strong, wide-spread community support. The Oregon Zoo is home to over 2,000 animal specimens representing 279 species of amphibians, birds, fish, invertebrates, and mammals. The Zoo, through its affiliate Oregon Zoo Foundation, maintains a membership base of over 45,000 active household members and has one of the largest zoo volunteer programs in the country.

The Oregon Zoo enjoys widespread community support as demonstrated in the passage of a capital bond program in November of 2008. Despite difficult economic conditions, the bond passed with over 56% of voters approving the \$125 million bond measure that will provide more space and more natural surroundings for the Oregon Zoo's elephants, polar bears, chimps and other animals as well as provide for a new veterinary facility and conservation education facility. In addition, the Oregon Zoo Foundation completed a \$6 million capital campaign in August 2008 to build a new exhibit, Predators of the Serengeti.

Status:	One full-time position
Work location:	Oregon Zoo 4001 SW Canyon Road, Portland, OR
Salary range:	\$123,771 - \$179,480 annually (Compensation is currently under review) <i>This position is non-represented and is exempt.</i>
Recruitment number:	Zoo-1461-June09
Application deadline:	Open until filled. Resume review will begin on July 24, 2009

Please carefully follow application procedures at the end of the announcement.

Position summary

This position is an exciting opportunity for someone who wants to direct a premier zoo through a growth and development period following the recent passage of the \$125 million bond measure. The Director leads and directs overall activities of the Oregon Zoo and has responsibility for Oregon Zoo operations, including staff supervision, strategic planning, fiscal management, marketing, conservation education, and community relations activities. The Director establishes, oversees, evaluates and integrates zoo education and conservation programming, and establishes policies, procedures, systems and standards to ensure efficient and effective operations.

In addition to serving as the Director of the Oregon Zoo, the Oregon Zoo Director serves as the Executive Director of the Oregon Zoo Foundation, a separate non-profit corporation organized to raise capital funds and supplemental funding for conservation education and conservation research. In this capacity, the successful candidate will be responsible for fundraising, membership development and community relations.

The Director will work closely with Metro management, under direction of the Metro Council, and the Oregon Zoo Foundation Board of Trustees, to provide leadership for the organization and support for the Oregon Zoo and Oregon Zoo Foundation staff. The Director must work collaboratively with the zoo and foundation administrations and staffs to ensure success in meeting both the Oregon Zoo and the Oregon Zoo Foundation missions. This position reports to the Metro Chief Operating Officer and serves as a member of the Senior Leadership Team.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Provides the leadership and management oversight to address and accomplish established goals, objectives and strategies related to programs and projects of the Oregon Zoo and the agency; directs short and long-range plans to assure effective and efficient operations; assesses needs and prioritizes resources.
- Seeks and obtains funding; strategizes with development staff and Oregon Zoo Foundation (OZF) Board of Trustee members to develop fundraising plans, reviews grants and solicitation letters; writes notes; makes personal contact with donors and foundation representatives; meets with potential donors.
- Establishes the strategic direction and composition of the Oregon Zoo's comprehensive and innovative conservation and education program, including onsite conservation efforts, species recovery program efforts, and wildlife research and grant program efforts.
- Gives public speeches to community service groups, school district staff; meets with individuals to garner support and encourage partnerships.
- Leads policy and program analysis, development and implementation, and financial and human resources management.
- Meets with and coordinates activities of zoo deputy directors and division managers, and Metro support staff (legal, HR, etc.); meets with front line staff.
- Develops and maintains collaborative relationships with other Metro centers and services, government agencies, non-governmental organizations, community groups, schools, donors, members, and foundations.
- Plans, organizes, directs and evaluates the performance of zoo deputy directors and division managers reporting to the director and their assigned staff. Provides full supervision over management, professional, administrative, and technical positions with primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
- Develops and maintains partnerships with public and private sector interests including local jurisdictions, state agencies, non-profit organizations and major corporations.
- Develops and implements the Zoo and OZF budget; oversees controls to ensure expenditures are within limits authorized through the budget.
- Meets with and plans activities with Northwest Zoo and Aquarium Alliance, American Zoological Association, state, federal and wildlife agencies, and conservation agencies.
- Establishes and maintains effective communications with the Chief Operating Officer, Deputy Chief Operating Officer, Council, and the OZF Board Chair and Executive Committee regarding the Oregon Zoo's direction, performance, and progress of programs and projects.
- Represents the zoo with the media; strategizes advertising, marketing, media relations with Deputy Directors, Marketing Manager and Public Relations Specialist; makes decisions on media strategy to deal with crises or criticisms.
- Works with various staff and divisions to plan future exhibits, special events and business strategies.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services; may respond directly to the most sensitive or complex inquiries or complaints.
- Advises deputy directors on how to deal with personnel issues before they become problems.
- Performs other related duties as assigned.

Knowledge, skills and abilities

- Executive level knowledge of the principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge fiscal management including budget preparation and expenditure control.

- Knowledge of management theory and the principles and practices of supervision.
- Strong leadership skills with the ability to build consensus among diverse groups.
- Ability to be comfortable around exotic and sometimes dangerous animals and to respond quickly to hazardous conditions.
- Ability to operate a computer and use standard business software programs.
- Ability to plan, organize and oversee assigned programs and projects.
- Ability to analyze and evaluate operations and develop and implement corrective action.
- Ability to communicate successfully with elected officials, the media, the public, and various interest groups regarding sensitive and/or complex issues.

Minimum requirements

Bachelor's degree in life sciences, business or a related field, and eight to ten years of progressively responsible management experience with responsibility for strategic planning, budgeting, and personnel management operational planning; or any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks. Member in good standing with the American Zoological and Aquarium Society desired.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Employees in this classification may encounter animals, hazardous chemicals, equipment and situations normally found in such an environment. Travel, extensive overtime and evening meetings may be required.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS), contributing both the employer and employee portion. Employees hired after August 2003, who have not previously worked in a PERS benefited position will participate in the OPSRP program; eligibility for OPSRP generally begins the first of the month after working 6 full months.

Continued

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran and would like to be considered for a veteran's preference for this position, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on June 29, 2009.

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

To apply, submit the following:

1. Resume, including dates of employment
2. Cover letter describing your experience as it directly relates to the duties of this position
3. Metro Applicant Contact Information form

Submit your application

Deadline

Open until filled. Resume review will begin on July 24, 2009

E-mail

jobs@oregonmetro.gov

Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format.

Mail or drop off

Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax

503-797-1798

Follow-up

You can find out the status of a position for which you've applied by: (1) calling the job hotline at **503-797-1777** and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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