

ORDINANCE NO. 2354

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY16 GENERAL FUND BUDGET TO MAKE CHANGES TO APPROVED POSITIONS IN THE ZOO DIVISION OF THE DEPARTMENT OF PUBLIC WORKS AS PART OF A REORGANIZATION PLAN.

WHEREAS, the Salisbury Zoo has experienced a staff vacancy through the retirement of an employee and created an opportunity to redefine certain supervisory positions; and

WHEREAS, part of the proposed Zoo Division reorganization is to reclassify the existing Grade 10 Animal Curator position to create a Grade 8 Collection Registrar position to manage the record keeping functions required at the Zoo, oversee the licensing and accreditation requirements for the Zoo, and assist in the strategic composition of the living collection; and

WHEREAS, part of the proposed Zoo Division reorganization is to reclassify one existing Grade 7 Zoo Keeper IV position to create a Grade 8 Lead Keeper position in order to assume a portion of the duties performed by the Animal Curator position and to manage the daily scheduling of collection personnel, manage work projects to sustain and improve collection facilities, and apply institutional operating standards; and

WHEREAS, part of the proposed Zoo Division reorganization is to reclassify the existing Grade 7 Veterinary Technician position to create a Grade 8 Animal Health Coordinator position in order to better support planned animal health maintenance and to foster managerial collaboration.

WHEREAS, there are sufficient funds in the current FY16 budget for these reclassifications; and

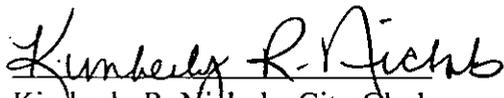
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's fiscal FY 16 budget is hereby amended as follows:

- 1) Reclassify the Grade 10 Animal Curator with a salary funded under (4000-501002) to a Grade 8 Collection Registrar position;
- 2) Reclassify a Grade 7 Zoo Keeper IV position with a salary funded under (4000-501002) to a Grade 8 Lead Keeper position; and
- 3) Reclassify a Grade 7 Veterinary Technician position with a salary funded under (4000-501002) to a Grade 8 Animal Health Coordinator position.

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28 day of September, 2015 and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 12 day of October, 2015.

ATTEST:


Kimberly R. Nichols, City Clerk


Jacob R. Day, President
Salisbury City Council

Approved by me this 26th day of October, 2015


James Freton, Jr. Mayor

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASST. CITY ADMINISTRATOR

Salisbury



2010.

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director of Public Works *MSM*
Copy: Ralph Piland, Zoo Director
Date: August 10, 2015
Re: Zoo Reorganization Budget Amendment Request

With the recent retirement of the Zoo's Animal Curator there is an opportunity to evaluate Zoo staff duties and responsibilities. Based upon an assessment of the Animal Curator position and upon feedback received during interviews with Zoo full time staff it is our recommendation that we redefine the Zoo Animal Curator position and redistribute key duties to an upgraded Lead Zoo Keeper position.

Our proposal for reorganization is as follows:

1. The current Grade 10 Animal Curator position be redefined as a Grade 8 Collection Registrar position. This position would manage the record keeping functions required at the Zoo, would oversee the licensing and accreditation requirements for the Zoo, and would assist in the strategic composition of the living collection.
2. We are requesting that one existing Grade 7 Zoo Keeper IV position be upgraded to a Grade 8 Lead Keeper position. This position will manage the daily scheduling of collection personnel, will manage work projects to sustain and improve collection facilities, and will apply institutional operating standards.
3. The reorganization also includes a recommendation to amend the current Grade 7 Veterinary Technician position to be a Grade 8 Animal Health Coordinator position. This adjustment will foster managerial collaboration among these three key positions.

We want to emphasize that this request does not reduce the total number of animal care staff established in the budget. The number of animal care staff will remain the same while some of the duties associated with Zoo operations are redistributed among those Zoo personnel.

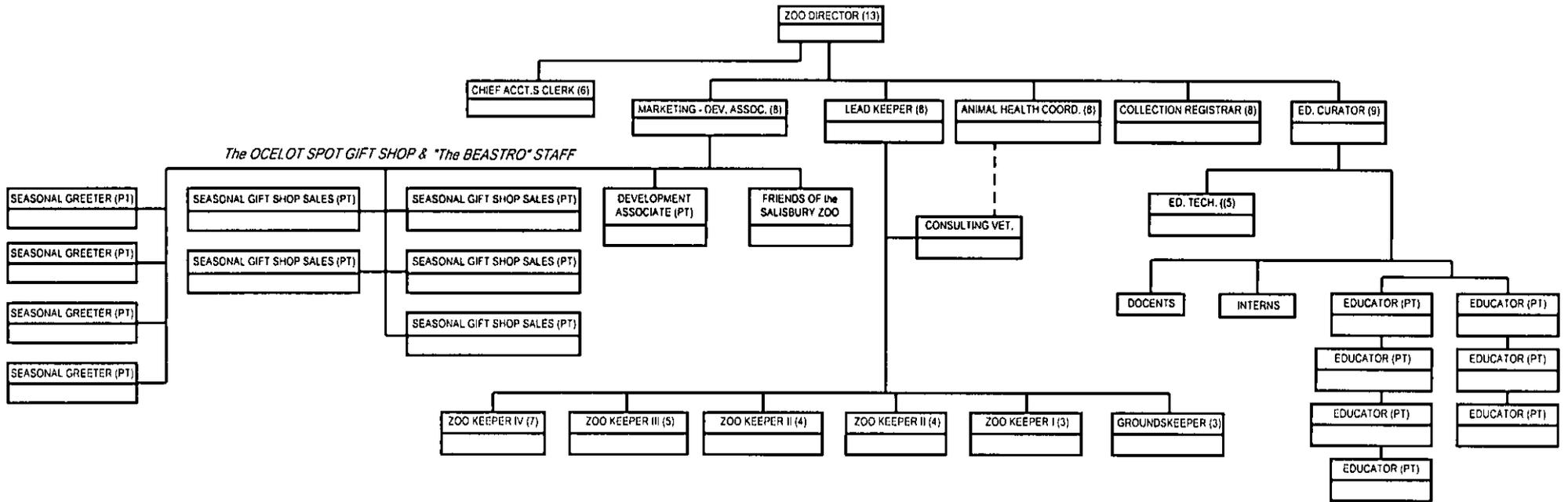
The proposed reorganization salaries have been evaluated in the FY16 budget and will not require any additional funding to implement.

<u>Current Budget</u>			<u>Proposed Reorganization</u>	
Animal Curator	\$52,076	→	Collection Registrar	\$38,107
Grade 10, Step 9			Grade 8, Step 1	
Zoo Keeper IV	\$40,529	→	Lead Keeper	\$43,773
Grade 7, Step 8			Grade 8, Step 8	
Vet Technician	\$38,192	→	Animal Health Coordinator	\$41,248
Grade 7, Step 5			Grade 8, Step 3	
Totals:	\$130,797			\$123,128

Attached are the revised job descriptions and proposed organizational structure chart. We have reviewed this proposal with the Human Resources Office and received their approval for this reorganization.

We are requesting support from the Mayor and Administration to forward the attached budget amendment to a Council Work Session.

SALISBURY ZOOLOGICAL PARK
PROPOSED REORGANIZATIONS



City of Salisbury

Classification Description

Classification Title: Lead Zoo Keeper
Department: Zoo
Date: 06/20/15

Pay Grade: 8
FLSA Status: NE

General Statement of Job

Performs routine animal husbandry duties. Oversees the daily operations of the Zoo. Schedules and oversees animal care staff. Coordinates park exhibition program. Prepares animals' diets; cleans animal enclosures; implements behavioral management; performs and records animal observations; interacts with public; assists in programs and presentations; participates in emergency response; handles and transports animals; operates Zoo vehicles.

Specific Duties and Responsibilities:

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Participates in managing and overseeing the daily operations of the Zoo.
 - Coordinates the opening and closing of Zoo grounds
 - Monitors zoo grounds and facilities. Identifies circumstances requiring maintenance or other attention.
 - Schedules staff, assigns daily operating tasks, and insures an adequate work force to perform daily operations. Acts as liaison for night security reviewing reports, issues and informing them of significant operating matters.
 - Supervises groundskeeper and horticultural maintenance.
2. Will perform routine animal husbandry duties for living collection as required.
 - Prepare, provide, and monitor prescribed animal diets
 - Following accepted protocols clean animal exhibits and holding enclosures
 - Observe and evaluate animals and animal health
 - Perform approved Behavioral Management tasks including both environmental enrichment and behavior training.
 - Keep and update animal records; demonstrated capacity to utilize ZIMS or equivalent records
 - Handle/transport animals;
 - Perform miscellaneous maintenance
 - Perform animal observations;
 - Assist with veterinary procedures;
 - Clean other work areas;
3. Manage and oversee the animal care staff
 - Collaborates with the Registrar/Collection Manager to establish, approve, and implement standard operating procedures for all areas of collection operations. Insures their systematic documentation and periodic review/update.
 - Conduct performance appraisals of assigned staff. Generate individual annual performance goals that reflect institutional mission and strategic priorities.
 - Plan and assign employee work and work schedules. Assist in maintaining attendance

- and payroll records
 - Motivate and mentor staff
 - Assist in recruiting, interviewing, selecting, and training new employees.
 - Establishes essential training programs.
 - Review and verify progress and development of staff within Career Ladder program.
4. Oversee collection exhibit program
 - Coordinate planning for the maintenance, repair, modification, and upkeep of exhibits
 - Periodically inspect exhibits for containment integrity and animal safety
 - Facilitate the planning and development of strategic collection facilities
 5. Perform miscellaneous maintenance; demonstrated capacity to operate basic hand tools, power equipment, and advanced power equipment;
 6. Interact with public;
 7. Perform assigned Public Relations activities; act in compliance of City's media relations policy
 8. Assist in educational programming and activities; interact with other staff in planning and presenting public interactions.
 9. Assist in maintaining public areas of the Zoo;
 10. Participate in safety and emergency training and response;
 11. Perform security/crowd control;
 12. Interact with fellow staff;
 13. Able to operate all Zoo vehicles;
 14. Interact with other City staff;
 15. Engage in appropriate professional development opportunities;
 16. Perform other duties as assigned.
-

Required Knowledge, Skills, and Abilities:

City employees are expected to possess or perform the following:

1. Working knowledge of City policies and procedures;
 2. Capacity to act as a representative of the City of Salisbury to the public;
 3. Knowledge of zoological policies and practices regarding animal care;
 4. Knowledge of specific zoological policies and practices documented and applied within the operations of the Salisbury Zoo.
 5. Capacity to communicate with the public courteously and tactfully at all times;
 6. Capacity to communicate and maintain effective working relationships with other staff members;
 7. Knowledge of animal diet requirements;
 8. Knowledge of safe animal handling procedures;
 9. Capacity to follow written and oral instructions;
 10. Capacity to prioritize and multitask with attention to detail;
 11. Capacity to accurately prepare and maintain records with demonstrated proficiency in ZIMS or equivalent records software;
 12. Capacity to take and pass a firearms safety and range course;
 13. Capacity to obtain CPR/first aid certification; and
 14. Capacity to obtain and retain a valid Maryland driver's license.
 15. Completion of NIMS/ICS 100 and 700
 16. Knowledge and capacity to operate basic hand tools and power equipment
 17. Completion of approved Professional Development coursework
 18. Ability to provide leadership and to act as a mentor to other staff
 19. Possession of Maryland DOT certification for operation of Zoo vehicle
-

Education and Experience:

1. High School Diploma or G.E.D.
2. Ten years related experience or equivalent.

3. Successful completion of NIMS/ICS 100 and 700
 4. Successful completion of AZA Professional Development courses (or equivalent)
 5. Maryland DOT certification for vehicle operation
-

Physical and Environmental Conditions:

Work requires moderate physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working directly and indirectly with animals and animal by-products, equipment and machinery and observance of traffic signals when driving. Will require working outdoors and in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

City of Salisbury

Classification Description

Classification Title: Collection Registrar
Department: Zoo
Date: 06/20/15

Pay Grade: 8
FLSA Status: NE

General Statement of Job

Maintains appropriate institutional records. Designs and implements institutional zoological programs including Institutional Collection Plan. Maintains essential licenses and permits and acts as institutional liaison to outside regulatory agencies. Assist and participate in Safety and Emergency training and planning. Participate in strategic and long range planning. Participate as a member of assigned Management Committees. Act as the designated Animal Control Officer to assess and insure compliance with local, state, and federal statutes governing wild or dangerous animals.

Specific Duties and Responsibilities:

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Will perform routine animal husbandry duties for living collection as assigned and required.
 - Prepare, provide, and monitor prescribed animal diets
 - Following accepted protocols clean animal exhibits and holding enclosures
 - Observe and evaluate animals and animal health
 - Perform approved Behavioral Management tasks including both environmental enrichment and behavior training.
 - Keep and update animal records
 - Handle/transport animals;
 - Perform miscellaneous maintenance
 - Perform animal observations;
 - Assist with veterinary procedures;
2. Document standards and procedures for the zoological management of the living collection of the Zoo
 - Insure that operating standards and protocols reflect best operating practices as specified by the AZA
 - Insure that operating procedures reflect the standards specified by the USDA
3. Remain informed regarding local, state, and federal statutes and regulations governing wild or dangerous animals. Insure Zoo operating practices are in compliance with stated requirements.
4. Collaborates with the Director and other staff to create and maintain an Institutional Collection Plan
 - Collaborate in the production of annual Collection Plan updates and the designation of annual strategic goals for the collection
 - Assist in developing operating priorities reflect the Collection Plan and its strategic updates.
 - Assist in developing facility specifications that reflect the Collection Plan and its strategic updates.
 - As identified and approved within the Collection plan strategy acquire new collection specimens.
 - i. Insure that all acquisitions are reviewed and approved by the Animal Management Committee
 - ii. Insure that new specimens are acquired, transported, quarantined, and integrated into

- the collection consistent with specified institutional policies and procedures.
5. Manage the records system for the living collection program
 - Insure that collection activities are documented within a systematic records system
 - i. Protect records through appropriate data back-up procedures
 - Act as the primary Zoo liaison to external regulatory agencies.
 - i. Insure that the Zoo maintains essential licenses and permits.
 6. Assist in the implementation of the Zoo's Behavioral Management program
 - Oversee the Behavioral Enrichment resource room
 - Insure the efficient scheduling and documentation of collection enrichment activities as conducted by staff
 - Assist the Animal Welfare Committee in evaluating Behavioral Enrichment activities.
 7. Assist in the application of institutional safety and emergency response plans and protocols.
 - Act as the Zoo's representative to the City of Salisbury-Department of Public Works safety review committee
 - Prepare needed reports related to employee accidents and injuries
 - Review and advise on emergency response procedures
 - Maintain and document related safety protocols as required by regulatory agencies
 8. Assist in integrating the Collection Plan into facility maintenance and development
 - Assist in prioritizing the maintenance, repair, modification, and upkeep of exhibits
 - Periodically assist in the inspection of exhibits for containment integrity and animal safety
 - Facilitate the planning and development of exhibits consistent with the strategic goals of the institutional collection plan.
 9. Participate in Public Relations activities, educational activities and events, and fund raising activities;
 - act in compliance with City's media relations policy
 - engage and interact with public
 10. Act as an institutional representative to other professional institutions, organizations, and programmatic activities
 - Maintain appropriate memberships in AZA working groups and committees.
 - Attend and participate in AZA conferences and animal management meetings
 - Identify, develop, recommend, and coordinate participation in appropriate conservation programs
 - Participate in AZA and similar educational and professional development activities.
 11. Collaborate in the operational application of the Veterinary Preventative Medical Program
 - Insure that collection acquisitions and dispositions are consistent with Veterinary Program procedures
 - Insure that long range collection plans are fully responsive to Veterinary Program standards.
 - Assist in the documentation and retention of medical records.
 12. Perform other duties as assigned.
-

Required Knowledge, Skills, and Abilities:

City employees are expected to possess or perform the following:

1. Working knowledge of City policies and procedures;
2. Capacity to act as a representative of the City of Salisbury to the public;
3. Knowledge of management policies and husbandry practices regarding animal care;
4. Knowledge of specific management policies and husbandry practices documented and applied within the operations of the Salisbury Zoo.
5. Capacity to communicate with the public courteously and tactfully at all times;
6. Capacity to communicate and maintain effective working relationships with other staff members;
7. Knowledge of animal diet requirements;
8. Knowledge of safe animal handling procedures including emergency capture and restraint;
9. Capacity to follow written and oral instructions;

10. Capacity to prioritize and multitask with attention to detail;
 11. Capacity to accurately prepare and maintain zoological records in ZIMS or equivalent records software; formal training in ZIMS system and application preferred.
 12. Capacity to take and pass a firearms safety and range course;
 13. Capacity to obtain CPR/first aid certification;
 14. Capacity to obtain and retain a valid Maryland driver's license. Ability to operate a range of City vehicles.
 15. Successful completion of NIMS/ICS 100, 200, 300, 400, 700, and 800.
 16. Knowledge and capacity to operate basic hand tools and power equipment
 17. Completion of approved Professional Development coursework
-

Education and Experience:

1. Associates Degree in Zoology, Biology, or closely related field. Bachelors Degree or Masters Degree preferred.
 2. Prior experience or training in ZIMS preferred
 3. Five years related experience or equivalent. Experience in AZA accredited facility preferred.
 4. Capacity to communicate effectively both orally and in writing
-

Physical and Environmental Conditions:

Work requires moderate physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working directly and indirectly with animals and animal by-products, equipment and machinery and observance of traffic signals when driving. Will require working outdoors and in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

City of Salisbury

Classification Description

Classification Title: Animal Health Coordinator
Department: Zoo
Date: 06/20/15

Pay Grade: 8
FLSA Status: NE

General Statement of Job

Oversee the operation and maintenance of the Animal Health Clinic. Act as Veterinary Program Coordinator; manage preventative medicine program; maintain animal health records; Act as coordinator of Animal Welfare Committee and Program; Participate in emergency training and response. Manage animal nutrition program. Assist the Zoo Veterinarian and the Zoo Director with animal care and animal care practices.

Specific Duties and Responsibilities:

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Act as "Chair" of the Animal Welfare Committee
 - Schedule and conduct meetings to meet the goals established in the Animal Welfare Committee policy statement
 - Create meeting agendas insuring that all appropriate topics and issues are noted
 - Document and communicate outcomes of meetings
 - Include in process Animal Welfare meetings to review specifically the Presentation Animal Collection
 - Assist in administration of the documented euthanasia protocol
2. Act as the Veterinary Program Coordinator
 - Act as the primary institutional point of contact with the contract veterinarian and veterinary consultants
 - i. Communicate frequently and directly with the veterinarian to ensure that there is a timely transfer of accurate information about medical issues.
 - ii. Perform medical treatments as directed by the veterinarian; instruct staff in the provision of medication or other medical procedures as prescribed by the veterinarian
 - iii. Inform veterinarian of medical issues and concerns as observed or as reported by staff
 - iv. Schedule veterinary visits and consults; assist as needed
 - Assist veterinarian in performing surgery
 - i. Administer anesthesia
 - ii. Provide sterilized surgical instruments
 - iii. Administer fluids
 - iv. Monitor vital signs of surgical patients
 - v. Provide post-surgery recovery care
 - Coordinate clinical pathology program
 - i. Submit biological samples for laboratory analysis
 - ii. Manage relationships with consulting pathologists and pathology laboratories
 - Manage animal nutrition program
 - i. Analyze and document animal diets

- ii. Communicate prescribed diets to staff
 - Coordinate necropsy program
 - i. Maintain storage equipment for specimens
 - ii. Assist veterinarian in performing postmortem examinations
 - iii. Oversee the submission of tissue samples for additional analysis
- 3. Manage preventative medicine program
 - Insure routine and on-going surveillance of living collection to detect and assess health and medical issues
 - Perform routine inspections of living collection individually and with veterinarian
 - Respond to keeper requests for animal observations and assessments
 - Isolate or quarantine specimens as appropriate
 - Manage parasite control through surveillance and treatment
 - Assist veterinarian and administering and documenting immunizations
 - Train staff in zoonotic disease management
- 4. Keep and update animal medical records;
 - Ensure the maintenance of complete electronic and hard-copy medical records, including anesthesia records, controlled drug logs, treatment sheets, diagnostic laboratory results, and necropsy reports
 - demonstrated capacity to utilize ZIMS or equivalent records
 - demonstrated capacity to use nutritional analysis software
- 5. Participate in safety and emergency training and response;
 - Act as an institutional resource in the area of chemical immobilization and emergency response to animal escapes.
 - i. Periodically train staff in the procedures and protocols used in emergency chemical immobilization
 - Manage the Zoo's controlled drug program insuring appropriate acquisition, storage, and disposition.
 - Perform crowd control as needed
- 6. Manage Animal Health Clinic facility
 - Manage all medical supplies and inventories
 - Appropriately maintain surgical and treatment rooms and equipment
 - Appropriately maintain quarantine rooms and equipment
 - Appropriately maintain animal necropsy room and associated storage
 - Maintain laboratory and medical equipment
 - i. Monitor and schedule maintenance work as needed
 - Manage facility maintenance and associated preventative maintenance contracts
 - i. Request maintenance service as needed
 - ii. Perform minor maintenance and repairs as needed
 - iii. Monitor performance and maintenance of emergency back-up generator
- 7. Perform assigned Public Relations activities;
 - act in compliance of City's media relations policy
 - assist in special events and fund raising activities
 - Interact with the public consistent with institutional and City policies and standards
- 8. Participate in institutional strategic and long range planning
 - Provide assistance and advice in planning exhibit and facility improvements
- 9. As needed directly maintain components of the Zoo's living collection
 - Prepare, provide, and monitor prescribed animal diets
 - Following accepted protocols clean animal exhibits and holding enclosures
 - Perform approved Behavioral Management tasks including both environmental enrichment and behavior training.
 - Provide both routine care and specified medical treatments for animals

- Keep and update animal records
 - Handle/transport animals;
 - Perform animal observations;
10. Interact with fellow staff; communicate openly and frequently on work topics
 11. Operate appropriate Zoo vehicles; participate in vehicle operation and safety training
 12. Interact with other City staff;
 13. Engage in appropriate professional development opportunities;
 14. Perform other duties as assigned.
-

Required Knowledge, Skills, and Abilities:

City employees are expected to possess or perform the following:

1. Working knowledge of City policies and procedures;
 2. Capacity to act as a representative of the City of Salisbury to the public;
 3. Knowledge of veterinary policies and medical practices regarding animal care; familiarity with animal care standards of the Association of Zoos and Aquariums (AZA) and the United States Department of Agriculture (USDA).
 4. Knowledge of specific veterinary policies and medical practices documented and applied within the operations of the Salisbury Zoo.
 5. Capacity to communicate with the public courteously and tactfully at all times;
 6. Capacity to communicate and maintain effective working relationships with other staff members;
 7. Knowledge of animal nutritional requirements;
 8. Knowledge of safe animal handling procedures including emergency animal sedation;
 9. Capacity to follow written and oral instructions;
 10. Capacity to prioritize and multitask with attention to detail;
 11. Capacity to accurately prepare and maintain medical records in ZIMS or equivalent records software;
 12. Capacity to take and pass a firearms safety and range course;
 13. Capacity to obtain CPR/first aid certification; and
 14. Capacity to obtain and retain a valid Maryland driver's license.
 15. Completion of NIMS/ICS 100 and 700
 16. Knowledge and capacity to operate basic hand tools and power equipment
 17. Completion of approved Professional Development coursework
 18. Capacity to obtain and retain a valid Maryland driver's license
-

Education and Experience:

1. Degree from veterinary technician program approved by the American Veterinary Medical Association or an advanced degree in biological sciences or a closely related field of study.
 2. Two years related experience or equivalent.
 3. State of Maryland Veterinary Technician registration
-

Physical and Environmental Conditions:

Work requires considerable physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working directly and

indirectly with animals and animal by-products, equipment and machinery and observance of traffic signals when driving. Will require working outdoors and in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.