

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 3809300

Supervisor Trailside Museum and Zoo, Grade 13 3809300

Brief Description of Class Series

The Supervisor Trailside Museum and Zoo manages operations at the Trailside Museums and Zoo, including the annual budget, staff assignments, staff hiring, and programs.

This position is classified only at the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

One position class; manages the Trailside Zoo and other museum locations within the Bear Mountain and Harriman State Parks.

Illustrative Tasks

Manages operations at the Trailside Museums and Zoo, including zookeeping, education, exhibit curation, office and administration, and maintenance and grounds.

Supervises permanent and seasonal staff in respective programs areas.

Prepares and justifies budget submissions, staffing, supplies, and maintenance requests.

Oversees curation of the facility's buildings, grounds, exhibits, signage, archives, and collections.

Plans and implements maintenance and improvements, including larger capital projects.

Manages operations at four to six regional nature museums in Harriman State Park and the Rockland Lake Nature Center.

Supervises and coordinates the Trailside's volunteer programs.

Develops and secures grants, donations, and internships to assist program areas.

Minimum Qualifications

Non-competitive: bachelor's degree in biological sciences, natural sciences, or a closely related field, and four years of experience in wildlife management, ecological research, environmental education, or a closely related field, two years of which must be at a supervisory level.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

12/2023

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