

AQUARIUM DIRECTOR

This is supervisory, consultative, and administrative work in managing an aquarium and promoting the state's aquatic environments in the Department of Environment and Natural Resources (DENR). Work involves technical and administrative supervision of aquarium staff. Employee participates in and implements short and long-term planning for the regional aquarium, sets aquarium priorities, interprets the aquarium's direction as a part of the division's mission, and directs staff to comply with all required codes and procedures. Work involves monitoring financial matters at the site. Employee works with staff to determine restoration, repair, staffing, and equipment needs in education, animal husbandry, exhibits, maintenance, operations, and facility expansion. Employee encourages community outreach to develop partnerships with local governments and businesses. Employee provides information to the Division Director, NC Aquarium Society, aquarium advisory committee, general public, researchers, and to other museums, zoos and aquariums on regional and aquarium issues. Employee is reviewed through reports and conferences with the Aquariums Division Director.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee assesses aquarium programming, staff performance, customer services, and compliance with the year's goals and objectives. Employee recommends goals and initiatives for the aquarium on an annual and multi-year basis; work includes monitoring the aquarium's budget and receipts, implementing the aquarium's annual plans, and procuring goods and services to meet program needs. Employee recommends needed resources to the division director.

Organizing and Directing - Employee develops and/or approves timelines and resources for all projects. Employee allocates staff resources as needed and directs staff to participate in the community as a resource for education, information, conservation and the rescue of aquatic life. When emergency situations arise, employee contacts the appropriate authority; however, if unable to get a timely response, employee directs staff to take appropriate action.

Budgeting - Employee administers the aquarium's budget and monitors income and expenditures to ensure that operation, continuation, and expansion budgets, and that grants and contracts with the federal government, private foundations, and other state agencies are spent according to their respective agreements.

Training - Employee identifies the need for technical training for the staff.

Setting Work Standards - Employee sets the quality control standards and operating procedures and guidelines for the staff.

Reviewing Work - Employee reviews programs, exhibits, and reports as well as other information to evaluate performance. Staff work is reviewed through formal and informal work evaluation procedures.

Counseling and Disciplining - Employee is directly responsible for all disciplinary actions concerning aquarium staff and is involved in any formal grievance session involving staff.

Performing Other Personnel Functions - Employee selects staff, reviews subordinates' personnel recommendations for compliance with policies, and recommends salary adjustments.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee manages a heavily visited facility that is open seven days a week and must resolve all problems as efficiently and effectively as possible. Employee monitors projects at the aquariums for meeting project completion dates, matches available staff to requests for service, and ensures that long-range organization objectives are met.

Variety of Work Supervised - Work supervised by the employee includes the operation, development, and expansion of services, facilities, and exhibits at an aquarium, managing a staff with specialized skills, ensuring adequate services in the community, ensuring continual compliance with local, state, and federal rules, regulations, laws and ordinances, and developing, refining, and implementing aquarium services.

Number of Employees Responsible For - Employee is responsible for 15 permanent animal husbandry, education, exhibits design, building maintenance, and administrative staff as well as a large number of volunteers, temporary, and seasonal staff. Staff numbers will increase as each aquarium's expansion plans are implemented.

III. EXTENT OF SUPERVISION RECEIVED - Employee works with considerable independence. Work is reviewed through formal and informal conferences and discussions to ensure compliance with established policies and adherence with division priorities. Employee is responsible for providing supervisor with feasible options and recommending most appropriate course of action on controversial and/or sensitive issues.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of public aquarium standards and trends as well as principles of marine ecology, marine biology, and/or science education. General knowledge of regional environmental issues. General knowledge of building codes and systems. Knowledge of administrative principles, rules and procedures. Ability to manage resources and to communicate goals and objectives effectively.

Minimum Training and Experience Requirements - Graduation from a four year college or university with a degree in marine science, biology, zoology, science education, resource management or related field and four years of management and administrative/supervisory experience at an aquarium, museum, zoo or related facility; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.