

ZOO ANIMAL REGISTRARDEFINITION

Under the Zoo Manager's supervision, performs responsible and specialized technical work in the identification and cataloguing of all zoo animals, and in the maintenance and quality of record keeping, zoo permits and licenses.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops and maintains a record keeping system to account for all animals in the collection; ensures the quality and accuracy of animal records for use in the development and management of husbandry and breeding programs, collection activity, inventory data and other related purposes. Assembles and records all vital statistics including birth, illness, death, breeding observation data and other information on the locations and disposition of each animal; verifies data for recording in permanent records including the computerized International Species Information System (ISIS), Animal Records Keeping System (ARKS), Medical Animal Records Keeping System (MedARKS), Egg Data Analysis and Records Software (EGGS), Regional Animal Species Collection Plan (REGASP), and the Single Population Analysis and Records Keeping System (SPARKS).

Participates with administrative, curatorial and other staff in implementing and reviewing various collection data to ensure compliance with applicable local, state and federal rules, laws, policies and procedures; maintains and keeps current all permits and licenses needed to conform to local, state and federal laws. Researches other zoos' records of animals on loan. Transcribes daily reports onto animal history records. Establishes appropriate procedures for inventory control system and reviews existing systems to measure effectiveness and efficiency; makes recommendations based on these reviews for changes and new systems for improvement. Monitors all acquisitions and dispositions of animals to ensure adherence to legal requirements and guidelines established by the American Zoo and Aquarium Association (AZA). Prepares, sends out and receives all required paperwork involved in animal transactions; arranges appropriate transportation for both incoming and outgoing animals. Provides statistical reports regarding the animal collection, animal management programs, conservation programs and related. Monitors all legislative changes related to zoo animals and new developments in inventory management techniques. Monitors incoming literature in regard to all phases of maintenance of the collection, i.e., legislation changes, new developments in management techniques, research developments, new books and journals, etc., and disseminates this information to the staff. Performs other related duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single-position classification responsible for identifying and cataloging all zoo animals, and updating the various computerized records keeping systems currently in use.

### RECOMMENDED MINIMUM QUALIFICATIONS

One year of experience as a zoo registrar in a full service zoo, or any equivalent combination of experience and training which provides the knowledge, skills and abilities listed below. Two years of college in zoology, biology or a related field may be used in combination with experience to meet the minimum requirements.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: animal taxonomy; current office software applications such as Word, Excel and Outlook; regulations pertaining to trade of animals, interstate and international movement of animals; required federal, state and local permits; basic principles and practices of professional zoo registration methods, management standards, and record keeping; laws, codes and ordinances pertaining to animal acquisition, disposition, exhibition, and husbandry standards within the U.S.; basic knowledge of software programs such as ISIS, MedARKS, ARKS, EGGS, REGASP, and SPARKS.

Ability to: effectively operate current office equipment such as computers, fax machines and photocopiers; use current word processing software applications; maintain complex records and extract data from such records for reporting purposes; follow oral and written instructions; make decisions in accordance with established policies and regulations; establish and maintain effective working relationships with the public, other employees and zoo patrons in a culturally diverse community.

Skill in: the effective operation of current office equipment and generic computer software programs such as Microsoft Word and Excel; basic operation of animal records software such as ISIS, ARKS, MedARKS, EGGS, REGASP, and SPARKS.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The ideal Zoo Animal Registrar has good decision-making skills, sound judgment and the ability to work with minimal instruction. This team player is knowledgeable in animal taxonomy, understands the importance of accuracy in the record keeping process, has excellent office management skills, and is tactful and helpful when interacting with the public.

Class title established per Council Resolution No. 85-36,  
effective 2-1-85

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