

Zoo Registrar - Job Description  
TITLE: Zoo Registrar

**DESCRIPTION**

This is a management position. Serves as a member of the Animal Management Team, assists in the development and implementation of the zoo's Collections Management Policy, and its resulting Collection Plans. Monitors all transactions for adherence to those policies. Manages Animal Records and ensures the maintenance and quality of animal records for use in the management and development of husbandry and breeding programs, preparation of scientific publications, and provision of data for cooperative ventures at both the regional and international level. Serves as a liaison and information source to other departments and organizations. Provides a complete inventory and record of all animal transactions. Monitors legislation for compliance with wildlife laws. Collaborates with curators and works under the supervision of the Director.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Serves as principal advisor to the Director on registration and collections management, adherence to collections management policy and to senior staff on legal and logistical aspects of collections activities. Participates with administrative, curatorial and other support staff in implementing and reviewing various collections management objectives, setting and developing policy and procedures.

Monitors collection activity for compliance with policy and procedure and advises Director of problems and progress. Prepares reports on collections activity and management to the Director and other institutional officials as scheduled and on own initiative.

Monitors status of legislation pertaining to wildlife and transport procedures. Procures and maintains required Federal, State, and Local permits necessary for the maintenance and transport of wildlife in accordance with regulations. Files annual reports and renews permits as needed.

Sets procedures for domestic and international shipments of live animals, parts and products. Checks legal regulations and zoo policies for compliance, directs document preparation, logistics planning, scheduling and quarantine for animal shipments. Establishes and implements documentation standards for shipment records with advice of legal council and curatorial staff in coordination with national and international standards and requirements.

Develops and directs the collection and maintenance of an inventory of the zoo's animal collection, and records of daily transactions including shipments, births,

deaths, behavioural, reproductive and medical notes. Reports these activities to the administrative, curatorial and appropriate staff.

Develops procedures and systems for inventory control of the collection via automated and manual systems. Reviews record-keeping and transaction procedures, implementing improvements to standards of records management.

Develops and implements internal and external quality control measures to ensure the quality of institutional animal records data.

Serves as liaison to the International Species Information System (ISIS), submits data to this system, and analyzes and disseminates data received from this system.

Serves as a liaison between the institution and outside organizations/institutions, as well as other departments within the zoo on matters of animal records and related issues.

Interacts with board members, directors, curators, registrars, keepers, researchers, customs brokers, lawyers, and government officials.

Works with curators and keepers through education/training programs and regular contact to improve record systems, and solve problems.

Compiles an animal inventory on an annual basis that includes data regarding activities in the animal collection.

Composes loan agreements with administrative, curatorial and legal staff, and monitors the status of loan specimens.

Maintains files of all documents related to animal transactions (eg., loans agreements, contracts, permits, etc.).

Provides institution data for studbook reports, questionnaires, surveys and Species Survival Plan updates, or directs to appropriate staff members.

Acts as a data specialist providing statistical analysis and reports for various departments regarding the animal collection.

Performs genealogy searches for use in the selection of appropriate specimens for breeding/exhibit for in-house populations as well as proposed incoming animals.

Evaluates records of animal management programs to determine historical trends and recommend improvements where necessary.

Participates in the development and implementation of conservation projects in accordance with goals established by the institution.

Assists in the zoo's participation in Species Survival Plans by maintaining SSP correspondence, generating computer analysis using population genetics software, and by attending masterplanning sessions.

Monitors SSP, TAG, FIG and various national as well as international programs to assist in the long-term management and development of captive management programs, and the preservation of endangered species.

Prepares statements concerning proposed legislation and governmental actions regarding wild and captive animals.

### **QUALIFICATIONS:**

Four year college degree in biology or related field plus two years experience in a registrar-type position in a zoological institution. Previous animal experience desirable.

Knowledge of concepts, principles, and practices of professional museum and zoo registration methods and collection management standards.

Knowledge of inventory accession and record-keeping practices.

Knowledge of zoological nomenclature.

Knowledge of the laws regulating animal acquisition, disposition, exhibition, husbandry standards, and transportation within the U.S. and abroad is desirable.

Knowledge of statistics and population management skills is desirable.

Experience with computers and animal records software (eg., ARKS, SPARKS). Experience with word processing software.

Ability to collect and collate information from a variety of sources into concise and accurate reports.

Good communication and organizational skills.

Attention to detail.