

**Task List**  
**Zoo Registrar 4290**

1. Manages both active and inactive animal records systems by ensuring data quality, appropriate retention, preservation, and accessibility in order to maintain accurate records on all animals that come through the Zoo.
2. Monitors and maintains records of daily inventory transactions and collection changes, including purchases, sales, dispositions, trades and loans of animals, in coordination with curatorial staff in order to comply with local, state, federal and international laws, government regulations, and industry-specific standards in the transaction process.
3. Assists with duties for the acquisition and management of Federal, State, and local wildlife permits and licenses, such as permit applications and renewals for animal acquisition, disposition, possession, and transport, in order to maintain compliance with current laws and regulations.
4. Serves as a liaison between the Zoo and government agencies, such as Association of Zoos and Aquariums (AZA), using systems, such as Species360 or Zoological Information Management System (ZIMS), in order to provide accurate collection information as required.
5. Trains and oversees animal care staff and volunteers in animal record keeping, records management, and animal data standards in order to maintain appropriate standards of record keeping.
6. Manages the animal census and inventory process in order to ensure accurate information is maintained.
7. Provides Zoo staff with statistical analyses and reports regarding care and welfare of animals housed at the Los Angeles Zoo in order to ensure Zoo staff have accurate information to provide for Management review
8. Records daily health and wellness transactions for the Zoo's animal collection, including births, deaths, welfare, behavioral, reproductive, diet, and medical notes, in order to maintain accurate records.
9. Reviews daily entries made by Animal Keepers of pertinent animal data, such as health status, behaviors, medical procedures, diet consumption, housing, and welfare in order to ensure data is entered in a timely manner and coded accurately.

10. Gathers and organizes paperwork related to animal shipments, such as health certificates, medical records, specimen records, customs documents, invoices, shipping labels, and permits, in order to keep physical and electronic files up to date in the Zoological Information Management Systems (ZIMS).
11. Assists Zoo staff in researching current State and Federal regulations concerning the acquisition, disposition, possession and transfer of wildlife in the United States and internationally in order to ensure that the Zoo is in compliance with current regulations.