



## CLASS SPECIFICATION

06/26/2014

ZOO REGISTRAR, 4290

**Summary of Duties:** The Zoo Registrar will serve as a member of the animal management team, assisting in the development and implementation of the Zoo's collection management policy and the resulting collection plans. The Zoo Registrar's responsibilities include managing the Zoo's animal records and related policies, validating the quality of recorded data, and ensuring the legal compliance of all animal transactions. The Zoo Registrar will serve as a Zoo's liaison to relevant government agencies, other zoological institutions, and conservation organizations, including the Association of Zoos and Aquariums (AZA).

The Zoo Registrar will organize and manage the registry of Zoo animals, which includes maintaining an accurate inventory of the Zoo's collection of various species of mammals, birds, reptiles, amphibians, fish and invertebrates; animal data entry; reporting; database/systems management; dissemination of information; records access and retrieval, storage, protection, archives, retention and disposition. The Zoo Registrar will create and maintain electronic records of animal histories using Zoological Information Management System (ZIMS) format; maintain all necessary permits, and monitor compliance with federal endangered species and other wildlife laws and regulations; and assist in preparing the required paperwork and transportation for animals shipped into and out of the collection.

**Class Characteristics:** The Zoo Registrar, under the supervision of the Animal Collection Curator, will assist Zoo staff by maintaining necessary animal records and documentation required for all acquisitions and dispositions, animal breeding, transports, permits, licenses and special agreements. The Zoo Registrar will also be responsible for researching and analyzing state and federal requirements for animal permitting, shipping, receiving, inventory, display, and breeding.

**Examples of Duties:**

- Manages and maintains both active and inactive animal records systems ensuring data quality, appropriate retention, preservation, and accessibility;
- Manages and monitors animal transactions and coordinates with curatorial staff to ensure legal compliance with local, state, federal and international laws, government regulations and industry-specific standards;
- May assist with or perform all duties associated with the acquisition and management of local, Federal and state wildlife permits and licenses;
- Serves as a liaison between the Zoo and government agencies, International Species Information System (ISIS), and AZA conservation programs, providing each with accurate collection information as required;

- Recommends and establishes animal records management programs to ensure best practices for records retention, disposition and preservation and related systems management;
- Trains and oversees staff and volunteers in animal record keeping, records management and animal data standards;
- Manages the animal census/inventory process, and provides Zoo staff with statistical analyses and reports;
- Develops and directs the collection and maintenance of an inventory of the Zoo's animal collection, as well as records of daily transactions including shipments, births, deaths, behavioral, reproductive, diet, and medical notes;
- Creates, maintains and organizes animal records. Reviews Animal Keeper daily reports and enters pertinent animal data regarding health status, behaviors, medical procedures, diet consumption, housing, and so forth;
- Maintains records of daily transactions and collection changes, including purchases, sales, dispositions, donations and loans, and documents behavior of individual animals;
- Provides institutionalized data for breed registries, reports, questionnaires, surveys and Species Survival Plan updates;
- Manages animal permitting process. Collaborates with Zoo Curators to generate state, federal and international permit applications and renewals for animal possession and transport;
- Prepares transaction agreement forms, breeding loan agreements, and related documents in collaboration with Zoo Curators for the purchase, sale, loan or donation of animals transferred into and out of the Zoo's collection;
- Prepares, gathers and organizes paperwork related to animal shipments (e.g., health certificates, medical records, ARKS specimen records, customs documents, invoices, shipping labels, permits); and
- Researches current State and Federal regulations concerning the possession and transfer of wildlife in the United States and internationally to ensure that the Zoo has accurate and up-to-date information on regulations and to ensure compliance with all regulations.

**Qualifications/Competencies:**

**Knowledge of:**

- Zoological taxonomy, natural history, and animal husbandry;
- Animal welfare and wildlife laws and regulations specific to animal acquisition, disposition, breeding and domestic and international transport;
- The principles, policies, and legislation applicable to animal registration, and collection management standards;
- The principles, policies, and legislation applicable to animal registration, and collection records management standards and practices;
- Association of Zoos and Aquariums cooperative animal management programs, such as breed registries, Species Survival Plans (SSPs), and Taxon Advisory Groups (TAGs); and
- Animal Record Keeping software, and word processing, spreadsheet, and database software programs.

**Ability to:**

- Collect and collate data from a variety of sources into concise and accurate reports;
- Research and analyze information;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with others;
- Use a personal computer and computer software; and
- Use animal registration software, including ZIMS, to maintain an inventory of the animals in the Zoo collection.

**Requirements:**

1. Graduation from a recognized four-year college or university with a major in zoology, biology, or a closely related field; and one year full-time paid experience as an assistant or associate zoo curator; or
2. Two years of full- time paid experience supervising the care, selection, or identification of exotic and wild animals at the level of Senior Animal Keeper; or
3. Two years full- time paid experience performing the duties of a Zoo Registrar.

**License:** A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.**