

METRO  
Classification Description

**Title:** Zoo Registrar

**Job Code:** 6030

**Pay Range:** 11

**FLSA Status:** Exempt - Administrative

**Bargaining Unit:** AFSCME 3580

**Established:** 2007

**Revised:**

**Classification Summary:**

Perform a variety of animal registration professional, technical, and administrative duties such as developing and maintaining the Zoo's animal records and reporting systems, providing consultative services regarding state, federal, and professional animal permitting, shipping, receiving, inventory, display, breeding, and other requirements, and serving as a resource to the Director, Deputy Director, departments, and other agencies on professional and legislative developments.

**Supervision Received:**

Supervision is received from the Deputy Director.

**Supervision Exercised:**

May provide lead direction to office staff, interns, volunteers, and other persons.

**Distinguishing Features:**

This is a single classification and is not part of a classification series.

**Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Performs research for and prepares permit applications, reports, and permit renewals required for zoos by federal, state, and local agencies for maintenance and transport of wildlife.
2. Reviews animal regulations in order to keep informed of changes that affect zoos and serves as a resource on legislative changes and requirements that affect matters such as animal transactions, shipments, animal shows, holding and exhibits, and permit requirements; and serves as a resource on zoo policies, procedures, and protocols relative to permits, animal regulations, and legislation.
3. Develops and maintains records for animals in the zoo collection utilizing transaction and permit documentation and daily reports from animal areas applicable to matters such as births, deaths, and behavioral, reproductive, diet, management, and medical information.
4. Monitors daily and other animal records reports and resolves data discrepancies with keepers, veterinarians, and other staff. Also organizes and archives reports and other animal registration documentation.
5. Develops report systems, forms, and instructions with the curatorial staff and prepares instructions for keepers in creating animal records to meet zoo needs and requirements.

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6. Prepares documentation for domestic and international animal shipments, and coordinates with curators, keepers, shippers, vendors, receiving institutions, and other agencies on transaction and shipment preparations, and labels.
7. Responds to requests for updated animal information for zoo association breeding programs such as studbooks, species survival plans, or master plans for species and related documentation.
8. Coordinates and responds to public information requests via phone, mail, and email for matters such as animal/pet donation calls or requests for information on exotic animal care.
9. Leads and oversees volunteers and interns assigned to data input and records management.

### **Secondary Functions:**

1. Performs other related duties as assigned.

### **Job Specifications:**

Bachelor's degree in a registration related area with two years of zoology, fish and wildlife, research, or animal records management related experience; or any combination of experience and education that provides the applicant with the desired knowledge, skills, and ability to perform the job.

### **Knowledge, Skills and Abilities:**

1. Knowledge of the principles, policies, and legislation applicable to animal registration
2. Knowledge of animal registration software and records applications current on zoos
3. Ability to plan, organize, coordinate and conduct animal registration legislation and related research and professional practice studies, evaluate data, and prepare and present reports
4. Ability to communicate effectively, both orally and in writing
5. Ability to work independently and as part of a team
6. Ability to serve as lead over other professional and technical staff
7. Ability to multi-task and maintain priorities and practices
8. Ability to provide quality internal and external customer services
9. Ability to establish and maintain effective working relationships with other employees, associations, other agencies, and the public
10. Ability to use a personal computer, complex word processing, internet research, database, and document production software, and intermediate skill level spreadsheet software

### **Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Positions may require frequent or continuous fingering, talking, sitting, bending, feeling, hearing, and repetitive motions of the hands/wrists. May also require occasional walking, standing, reaching, grasping, handling and the ability to lift and carry up to 25 pounds.