

ZOOLOGICAL REGISTRARS ASSOCIATION (ZRA)
JOB DESCRIPTION: REGISTRAR

DESCRIPTION

The Registrar serves as a member of the animal management team, assisting in the development and implementation of the zoo's collections management policy and the resulting collection plans. The Registrar's responsibilities include managing the institution's animal records and related policies, validating the quality of recorded data, and ensuring the legal compliance of all animal transactions. The Registrar also serves as liaison to relevant government agencies, other zoological institutions and conservation organizations, including Association of Zoos and Aquariums (AZA), specific to the role of the Registrar function. This position is required for AZA accreditation.

DUTIES & RESPONSIBILITIES

- 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
- Performs all duties associated with the acquisition and management of local, Federal and state wildlife permits and licenses
- Primary liaison between the institution 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 staff in animal record keeping, records management and animal data standards
- Manages the animal census/inventory process
- Participates in ZRA, AZA and other appropriate professional associations in an effort to develop and set standards for animal data management and continually elevate the level of professionalism for the Registrar position

QUALIFICATIONS

Required Knowledge and Skills:

- General knowledge of taxonomy, natural history, animal husbandry
- Knowledge of animal welfare and wildlife laws and regulations specific to exhibition, breeding and domestic and international transport
- General knowledge of collection management principles
- Knowledge of basic collections records management standards and practices
- Knowledge of AZA cooperative animal management programs, such as studbooks, SSPs, TAGs, etc.
- Excellent communication skills Computer literacy and knowledge of common software applications

Preferred Education and Experience:

- College degree in biology, records management or other related field or equivalent experience
- 1 – 3 years related experience or equivalent combination of education and experience
- Experience with ISIS animal record keeping software (ARKS, ZIMS, MedARKS, etc.)
- Experience with records management, database management or administration, or information science