

ZOOLOGICAL REGISTRARS ASSOCIATION (ZRA)

JOB DESCRIPTION: ASSISTANT REGISTRAR

DESCRIPTION

The Assistant Registrar, under the supervision of the Registrar or equivalent, assists with animal records management, shipping, and permitting functions within the department and is responsible for the quality and content of animal records. The Assistant Registrar provides institutional data and collection information internally and externally as needed and ensures business continuity in the Registrar's absence.

DUTIES & RESPONSIBILITIES

- Follow established protocols for maintaining active and inactive animal records ensuring appropriate retention, preservation and accessibility
- Enter and audit animal records in institution databases and ensure the accuracy and validity of data
- Assist in logistics and preparation of paperwork required for the acquisition and disposition of collection animals
- Assist in training staff in animal record keeping, records management and data standards, and confirm daily reporting policies and procedures are followed
- Assist with annual permitting and licensing renewals and reporting, including new applications
- Compile, generate and distribute as directed accurate institution data and collection information
- Monitor animal loan agreements and produce loan update questionnaires on an annual basis
- Perform selected duties of Registrar in his/her absence
- Any other such duties as requested by the Registrar

QUALIFICATIONS

Required Knowledge and Skills:

- General knowledge of taxonomy, natural history, animal husbandry
- Knowledge of basic collections records management standards and practices
- Basic understanding of wildlife laws and regulations specific to exhibition, breeding and domestic and international transport
- Proficiency in the use of computer operating systems and common software applications, email management, Internet use
- Excellent writing, social and communication skills
- Attention to detail

Preferred Education and Experience:

- College degree in biology, records management or other related field or equivalent experience
- 1-2 years related experience in professional animal records management, preferably in a zoo or aquarium setting
- Experience with animal record keeping software such as ZIMS, Tracks or equivalent
- Completion of the AZA Institutional Animal Record Keeping Course (IRK), Zoological Registrars Association (ZRA) Training Certificate Program, and/or professional certifications in records or museum management is desirable