

ZOOLOGICAL REGISTRARS ASSOCIATION (ZRA)

JOB DESCRIPTION: REGISTRAR

DESCRIPTION

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 zoological and/or aquarium accrediting bodies (i.e., Association of Zoos and Aquariums [AZA]), regarding animal records, wildlife permitting, and related matters. The Registrar serves as a member of the animal management team, to assist in the development and implementation of the zoo's collections management policy and the resulting collection plans.

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
- Acquires and manages all local, Federal and state wildlife permits and licenses
- Operates as primary liaison between the institution and government agencies, providing these agencies with accurate collection information as required
- Serves as administrator of animal records database and primary liaison between the institution and animal records software vendors (e.g. Species360 and Tracks)
- Assures that accurate collection information is entered into animal record keeping software and, as requested, forwarded to the regional zoo association conservation programs
- Recommends and establishes animal records and information 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 entry standards
- Manages the animal census/inventory process
- Participates in ZRA, regional zoo associations and other appropriate professional associations in an effort to develop and set standards for animal records and information 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 standards and wildlife laws and regulations specific to exhibition, breeding, domestic and international transport
- General knowledge of collection management principles
- Basic records management skills and competencies
- Knowledge of records management standards and best practices

- Knowledge of 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 animal record keeping software such as ZIMS, Tracks or equivalent for managing zoological records
- Experience with records management, database management or administration, informatics or information technology
- Completion of the AZA Institutional Records Keeping (IRK) course, Zoological Registrars Association (ZRA) Training Certificate Program, and/or professional certifications in records or museum management is desirable