

Classification Description

Title: Zoo Registrar
Department: Zoo
Job Code: 6030
Pay Range: 13
FLSA Status: Exempt

Bargaining unit: AFSCME 3580
Established: 2007
Revised: 5/2022
EEO Category: Paraprofessionals

CLASSIFICATION DESCRIPTION

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

DISTINGUISHING FEATURES

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

DUTIES AND RESPONSIBILITIES

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, exhibits and permit requirements.
3. Serves as a resource on zoo policies, procedures and protocols relative to permits, animal regulations and legislation.
4. 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.
5. Monitors animal records reports and resolves data discrepancies with keepers, veterinarians and other staff. Organizes and archives reports and other animal registration documentation.
6. 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.
7. 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.

8. 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.
9. 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.
10. Leads and oversees volunteers and interns assigned to data input and records management.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in a related field and,
- Two years of zoology, fish and wildlife, research or animal records management related experience or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Knowledge, Skills and Abilities

- Knowledge of the principles, policies, and legislation applicable to animal registration.
- Knowledge of animal registration software and records applications for zoos.
- Ability to plan, organize, coordinate and conduct animal registration legislation and related research and professional practice studies, evaluate data and prepare and present reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Ability to serve as lead over other professional and technical staff.
- Ability to multi-task and maintain priorities and practices.
- Ability to provide quality internal and external customer services.
- Ability to establish and maintain effective working relationships with other employees, associations, other agencies and the public.
- Ability to use a personal computer, complex word processing, internet research, database, and document production software and intermediate skill level of spreadsheet software.
- Ability to maintain confidentiality and discretion with sensitive matters.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED:

- Supervision is received from assigned Supervisor or Manager.

SUPERVISION EXERCISED:

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

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment including but not limited to computer, printer and copy machines.
- Computer software related to the position.
- Tools, equipment, protective clothing or gear related to the position.

WORK ENVIRONMENT

- 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 talking, sitting, bending, feeling, hearing, and repetitive motions of the fingers/hands/wrists. May also require occasional walking, standing, reaching, grasping, handling and the ability to lift and carry up to 25 pounds.
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The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.