



**JOB POSTING**

**Posting Open:** 4/17/2018

**Posting Closed:** 5/17/2018

**Department:** Niabi Zoo

**Job Classification:** Assistant Registrar

**Employment Type:** Seasonal

**JOB DESCRIPTION:**

**See Attachment**

**Salary:** \$10.00 per hour

**PLEASE SUBMIT ALL APPLICATIONS TO:**

**Niabi Zoo**

**Attn: Field Office Manager**

**13010 Niabi Zoo Road**

**Coal Valley, IL 61240**

**[hstockton@niabizoo.com](mailto:hstockton@niabizoo.com)**



## Position Description

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<b><u>TITLE:</u></b>	Assistant Registrar
<b><u>DEPARTMENT:</u></b>	Niabi Zoo – Administration
<b><u>SUPERVISOR:</u></b>	Assistant Director
<b><u>FLSA:</u></b>	FLSA
<b><u>EMPLOYMENT STATUS:</u></b>	At-Will

### **Basic Function:**

The Assistant Registrar position contributes to the overall organization, professionalism, quality and content of the animal collection records at the Niabi Zoo. This position assists in maintaining an accurate and up-to-date database of animal records, including but not limited to animal acquisitions and dispositions, behavioral, medical, and other related records. This employment opportunity will also include assisting in the application of necessary permits along with maintaining a complete and organized system of electronic and physical files. The Assistant Registrar provides institutional data and collection information internally and externally as needed and ensures business continuity in the Registrar's absence. The Registrar and Assistant Director and Director will define assignments, objectives, priorities, deadlines and will assist with all aspects of this position as needed. This position is permanent and part-time, requiring less than 20 hours of work per week.

### **Primary Duties and 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.
  - Input appropriate data into permanent files
  - Ensure data is logged in a timely and efficient manner.
  - Ensure records are continuously up-to-date, organized and complete.
  - Utilize Zoological Information Management Record Keeping System (ZIMS).
  - Maintains and exceeds all Association of Zoos and Aquariums (AZA) and United States Department of Agriculture (USDA) standards for records management.
- \*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.
  - Compiles documents and completes applications as directed.
  - Maintains an orderly system for all physical files to allow easy access to any needed

information.

-Coordinates with applicable department heads for any needed information/documents as required for specific permits/licenses.

\*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.

\*Other duties as assigned.

-Act as a Niabi Zoo representative when necessary, to promote the zoo's interest's in animal conservation and other issues in a well-informed, positive manner

-Maintains a functional knowledge of the Zoo operations and initiatives.

-Maintains a functional knowledge of familiarity with the Zoo's animal collection as it pertains to the necessary duties of the position.

## **QUALIFICATIONS:**

Required Knowledge and Skills:

- General knowledge of animal taxonomy, natural history and 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 and appropriate Internet utilization.
- Excellent writing, listening, social and communication skills with both internal and external colleagues
- Ability to work autonomously and efficiently, able to prioritize work tasks as necessary to meet deadlines. Must be flexible, cooperative, and able to adapt easily to shifting priorities.
- Proficient in Microsoft Office applications; including efficient data entry speed. Ability to learn the ZIMS animal record keeping system.
- Attention to detail, effective decision-maker and problem-solver
- Ability to learn and willingness to adhere to Rock Island Forest Preserve District and Niabi Zoo standards and codes, practices, policies and procedures.

## **Preferred Education and Experience and License Required:**

- College degree in biology, zoology, animal sciences, records management or other related field or equivalent experience.
- 1-2 years related experience in professional animal records or records management, preferable in a zoo or aquarium setting.
- Computer experience in a professional capacity is required. Experience with animal record keeping software such as ZIMS, TRACKS or equivalent is preferred.
- 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.
- Possession of a valid driver's license.