

POSITION DESCRIPTION

POSITION TITLE: Animal Records and Resource Coordinator

UPDATED: July 2024

SUPERVISOR'S TITLE: Director of Animal Care

FLSA Status: Nonexempt

PURPOSE

The Animal Records and Resource Coordinator is responsible for the overall data management of the animal collection, procurement of permits, coordination of animal shipping and receiving, and collaboration with other zoological institutions. This position oversees the standards necessary for conservation, breeding programs, and management of zoological collections. This position also contributes to positive guest experiences and performs other duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- ▶ Maintains animal records; transfers observations and other data from area reports to the Zoological Information Management System (ZIMS) within two weeks of receipt.
- ▶ Maintains updated electronic copies of taxon reports on the zoo's shared network drive.
- ▶ With oversight of the Director of Animal Care, and in association with Area Curators and Director of Animal Health and Conservation, coordinates both incoming and outgoing animal transactions, including all necessary permits, licenses, and other paperwork.
- ▶ Coordinates logistics, animal crating requirements, and crate preparation for outgoing animal transfers, understanding regulatory compliance.
- ▶ Completes the annual animal collection inventory by March 31 each year.
- ▶ Serves as liaison for the zoo with the USDA and provides required information such as the zoo's Disaster Contingency Plan and animal data for USDA Class C license by applicable due dates.
- ▶ Maintains studbooks (printed and computerized) in a neat and orderly fashion.
- ▶ Maintains digital copies of Breeding and Transfer Plans for Institutional Collection Planning.
- ▶ Ensures that the zoo's animal records conform to all applicable AZA, federal, state, and local regulations.
- ▶ Ensures that all necessary animal permits and licenses are kept current, which may include submitting annual reports or inventory updates.
- ▶ Provides updates for studbooks, SSPs, and TAGs as required by the requested due date.
- ▶ Provides information upon request for zoo management staff.
- ▶ Provides job specific access and leads training for year-round animal care staff on data entry and retrieval from the Species360 ZIMS (Zoological Information Management System) web-based program.
- ▶ Acts as a primary contact and liaison to Species360 for management of ZIMS (Zoological Information Management System) digital records.
- ▶ Works with the Director of Animal Care and Area Curators to determine supplies, materials, and equipment needed for effective operation of the animal care department; monitors appropriate inventories and budgets.
- ▶ Coordinates procurement, maintenance, and control of animal related supplies and equipment.
- ▶ Facilitates effective communication and working relationships with vendors and suppliers.
- ▶ Assists the Director of Animal Care and Area Curators with special projects.
- ▶ Assists with the Curator on Duty (COD) role as needed.
- ▶ Attends weekly animal care leadership meetings and maintain records of discussions and action items.
- ▶ Maintains the records room in a clean, organized, and professional order.

- » Maintains data quality control, following records procedures, regulations, and maintenance.
- » Operates vehicles to assist with animal transportation between facilities.
- » Supports the zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for zoo team members, volunteers, guests, and supporters. Embraces these fundamentals in leadership practices.
- » Assists with special projects and helps other zoo employees as needed.
- » Actively contributes to positive guest experiences.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- » Bachelor's degree in life sciences or a related field is required.
- » Three years of experience in a zoological setting is required.
- » Valid driver's license is required.
- » One year of experience with zoological information systems, such as the Zoological Information Management System (ZIMS) is preferred.
- » Experience in zoo animal management programs is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Knowledge of advanced animal care and handling.
- » Demonstrated knowledge of zoo policies, standards, operations, cleaning, and maintenance techniques.
- » Knowledge of animal transport, licensing, and permit requirements and regulations.
- » Ability to apply critical thinking in planning, problem solving, and decision-making processes.
- » Ability to professionally and effectively communicate with others through written correspondence.
- » Ability to troubleshoot, analyze situations, and make sound business decisions.
- » Ability to make independent decisions and manage time effectively.
- » Knowledge of Microsoft Office software.
- » Strong organizational skills.
- » Knowledge of general office procedures and practices.
- » Knowledge of correct grammatical usage, punctuation, etc.
- » Ability to create and manage budgets.
- » Ability to work a highly flexible schedule; weekend, evening, holiday, and irregular hours will be required.
- » Ability to handle confidential information.
- » Ability to understand and follow all safety regulations.
- » Ability to handle multiple tasks simultaneously.
- » Ability to arrive to work on time and maintain a positive attendance record.
- » Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- » Ability to deal tactfully and politely with guest questions and misbehavior.
- » Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- » Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- » Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- » Ability to negotiate a confined workspace while working with one or more coworkers.
- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.

- » Good speaking and listening skills.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous or venomous animals.
- » This position may include exposure to zoonotic diseases.
- » This position may include exposure to noxious native plants.
- » This position may include exposure to native biting insects and arthropods.