**Animal Health Records Manager/Registered Veterinary Technician**

**POSITION DUTIES & ESSENTIAL FUNCTIONS:**

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<th>Duties</th>
<th>Percentage</th>
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| Responsible for managing all record keeping at the Animal Health Center, including:  
  - Maintaining/updating manuals and computerized systems containing animal information.  
  - Inventorying, documenting and identifying all animals in the zoo’s collection, including birth, death, reproductive history, radiographs and medical records related to health and behavior.  
  - Preparing medical records of any animals being transferred and sharing records with receiving facility.  
  - Gathering necessary paperwork for incoming animals and creating a permanent record folder for the animal.  
  - Reviewing and maintaining record keeping and transaction procedures, in conjunction with the animal registrar, and implementing improvements to standards of record management.  
  - Maintaining daily reports and records as assigned. | 60% |
| Supports and adheres to the Zoo’s program of veterinary care and preventive medical programs, by assisting with daily tasks, including:  
  - Administering medications, according to established protocols and laws.  
  - Monitoring anesthesia and assisting with surgical procedures.  
  - Assisting with movement, capture and restraint of animals.  
  - Performing routine laboratory processing analysis.  
  - Monitoring health and welfare of hospitalized and quarantined animals.  
  - Preparing instrumentation for anesthetic procedures.  
  - Changing dressings and bandaging as directed.  
  - Coordinating, purchasing and stocking medical supplies.  
  - Assisting in maintaining the cleanliness and daily functioning of the animal hospital.  
  - Adheres to all continuing education and supervision requirements as outlined in Missouri State RVT statutes. | 30% |
| Assists with the daily care of animals at the Animal Health Center, including:  
  - Preparing diets for hospitalized/quarantined animals.  
  - Ensuring daily animal husbandry needs are satisfied on Animal Health Zookeeper’s days off, while providing input on husbandry, enrichment and operant conditioning within the AHC.  
  - Monitoring and observing the health and welfare of hospitalized/quarantined animals.  
  - Reporting injuries, irregular behavior, death or birth of hospitalized/quarantined animals to veterinarians. | 5% |
| Assists with maintenance of Animal Health Center’s enclosure, service and holding areas, including:  
  - Daily cleaning of enclosure, service and holding areas.  
  - Ensuring AHC meets institutional USDA, AZA, AAZV and other guidelines for disinfection, pest control and grounds maintenance.  
  - Reporting maintenance issues and potential safety hazards to supervisor. | 5% |

*This position may at times be requested to perform other duties or special projects as assigned, which are in the best interest of the Kansas City Zoo.*