UNIVERSITY OF SOUTHERN CALIFORNIA

Animal Resources Supervisor

Job Code: 185717

Grade: I
OT Eligible: No
Comp Approval: 5/21/2008

JOB SUMMARY:
Coordinates facilities, equipment and animal care personnel. Coordinates housing and care for a variety of animal species used in research. Directly supervises Animal Laboratory Technician I and II positions and performs animal care duties.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______  ______ Coordinates facilities, equipment, animal care personnel and activities within one or more animal resource facilities in an assigned area. Ensures appropriate housing assignments for animals of different species. Plans and schedules daily animal care activities.

______  ______ Supervises daily operations to ensure animals are provided care in accordance with federal, state and local regulations and guidelines, including accreditation guidelines. Ensures compliance with University policies and procedures.

______  ______ Resolves quality control issues with facilities. Coordinates maintenance activities.

______  ______ Supervises a group of animal care personnel as assigned. Assists in recruitment, screening, hiring, orientation and training of unit staff. Ensures consistency of employee performance. Evaluates employee performance and provides guidance and feedback. Counsels and disciplines employees as required in consultation with the manager.

______  ______ Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a daily basis. Ensures timely completion of unit’s work. Completes and submits time sheets and other documentation relating to employees.

______  ______ Monitors recordkeeping within facilities to ensure appropriate documentation as required by departmental and regulatory guidelines. Assists in developing standard operating procedures.

______  ______ Assists in the inventory of caging, equipment and consumable items such as animal feed and bedding supplies. Distributes equipment and supplies to facilities and informs the manager when supplies need to be replenished.

______  ______ Assists principal investigators and laboratory staff with procedures and equipment as necessary.

______  ______ Ensures that appropriate billing information is received by the Business Office. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent
- Specialized/Technical Training

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- American Association for Laboratory Animal Science Laboratory Animal Technician (LAT) Certification or Laboratory Animal Technologist (LATG) Certification. Experience in veterinary hospital kennel or animal research laboratory.

**Preferred Education:**
- Bachelor’s Degree

**Preferred Field of Expertise:**
- Degree in biological science. American Association for Laboratory Animal Science Laboratory Animal Technician (LAT) Certification or Laboratory Animal Technologist (LATG) Certification. Experience in veterinary hospital kennel or animal research laboratory.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Staff development
- Supervisory Skills
- Teaching/Training

**Skills: Laboratory:**
- Animal Handling
- General Laboratory Techniques
- Maintenance and monitoring of equipment
Maintenance of records and documentation

Skills: Machine:

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Laboratory Equipment
- Personal Computer
- Photocopier

Supervises: Level:

Supervises employees and student workers

Supervises: Nature of Work:

Technical

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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