UNIVERSITY OF SOUTHERN CALIFORNIA

Animal Resources Manager

Job Code: 185721

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

JOB SUMMARY:
Manages all facilities, equipment and animal care personnel in the USC Department of Animal Resources on two campuses. Oversees housing and care for a variety of animal species used in research. Determines facility needs and assists in developing departmental budgets for animal care and uses facilities, equipment and personnel. Directly supervises Animal Resources Supervisors.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Manages overall operations of animal resource facilities for an assigned area. Determines housing assignments for animals of different species. Determines housing needs and makes recommendations to the Director.

Manages the daily operations to ensure that animals are provided care in accordance with federal, state and local regulations and guidelines, including accreditation guidelines. Ensure compliance with university policies and procedures.

Supervises unit employees as assigned. Directly supervises Animal Resources Supervisors and indirectly supervises all animal care personnel. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

Schedules, assigns and prioritizes unit workloads. Sets appropriate deadlines and ensures completion of work within the unit. Monitors employee performance on a daily basis. Ensures timely completion of unit’s work. Schedules and conducts staff meetings and other meetings within the unit to facilitate attainment of unit objectives.

Oversees and monitors recordkeeping within facilities to ensure appropriate documentation as required by departmental and regulatory guidelines. Establishes standard operating procedures for facility operations.

Participates in short and long term planning and makes recommendations regarding animal research facilities, equipment and personnel.

Consults with and provides information to principal investigators on procedures and equipment necessary to achieve research objectives.

Assists in departmental budgetary matters. Makes budgetary recommendations relating to animal facilities. Initiates and coordinates purchases of equipment and supplies. Provides information to Business Office as required. Provides forecasts and/or projections for budgetary purposes.

Oversees inventory of caging, equipment and consumable items such as animal feed and bedding supplies. Ensure appropriate distribution of equipment and supplies to facilities.
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  
☐ Yes  
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:
- 5 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 sciences. 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:  
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Organization
- Planning
- Problem identification and resolution
Scheduling
Staff development
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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