AUBURN
Human Resources

Mgr, Animal Care Unit

Job Description

JOB INFORMATION

Job Code	IA09
Job Description Title	Mgr, Animal Care Unit
Pay Grade	VT08
Range Minimum	$47,970
33rd %	$57,560
Range Midpoint	$62,360
67th %	$67,150
Range Maximum	$76,750
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Animal Care

JOB SUMMARY

Oversees routine animal care and maintenance of equipment and facilities to meet regulatory requirements of the animal care unit.

RESPONSIBILITIES

- Supervises maintenance, repair, installation, and removal of equipment and facilities within the animal care unit.
- Manages procurement and logistical processes for equipment and supplies used in the animal care unit.
- Assists the director in planning, developing, and drafting protocols pertaining to employees, facilities and equipment.
- Assists in employee accident prevention, first aid programs, and safety operations in the animal care unit.
- Prepares and maintains documentation associated with animal care, animal census and facility repairs and maintenance.
- Supervises and provides daily management of animal care trainees, technicians, and technologists assigned to the animal care unit.
- Approves, prepares for and receives routine animal housing requests.
- Inspects buildings, fences, supplies and equipment in order to determine work to be performed.
- Performs quality assurance procedures to meet regulatory requirements of the animal care unit.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree or Vocational Certificate		and	4 years of	Experience in managing the care of animals and one (1) year experience supervising personnel	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of animal husbandry, and animal care facility management.	
Use of computers for word processing, spreadsheets, databases, internet use and email.	
Skills in verbal communication, written communication and organization.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Positions may require AALAS LATG certification following employment if not already certified	within 1-1/2 Years	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.