AUBURN
Human Resources

Coord, Animal Care (CPS)

Job Description

JOB INFORMATION

Job Code	IA35
Job Description Title	Coord, Animal Care (CPS)
Pay Grade	VT07
Range Minimum	$45,350
33rd %	$52,910
Range Midpoint	$56,690
67th %	$60,470
Range Maximum	$68,030
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	4/8/2024 6:07:29 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Coord, Animal Care (CPS) coordinates administrative functions within the program which houses a population of over 150 dogs trained for canine detection technology. Primary responsibilities include coordinating the administrative responsibilities of health and compliance of all animal-related activities. Additionally, this position collaborates closely with the Department of Lab Animal Health within the College of Veterinary Medicine (CVM) to facilitate compliance coordination and communication.

RESPONSIBILITIES

- Coordinates the administrative functions of the heath and compliance of a large population of working dogs under the direction of the program director, the CVM Department of Laboratory Animal Health, and attending veterinarians of the CVM Small Animal Hospital. Coordinates the treatments, welfare checkups, samples, and medical testing under the direction of attending veterinarians in support of canine research and production.
- Supervises staff in the animal care responsibilities and communicates and advises program directors in healthcare, welfare, housing, and movement activities of dogs to ensure that dog resources are managed effectively for the efficient operations of the program. Coordinates maintenance, repairs, and installation of equipment and facilities within the animal care unit.
- Ensures regulatory requirements of the unit are met and upheld. Prepares and maintains documentation associated with animal care, animal census, and facility repairs and maintenance. Maintains medical records for all dogs within the CPS program and communicates across site locations to ensure continuity in care and medical needs are met.
- Coordinates procurement and logistical processes for equipment and supplies used in the animal care unit. Assists the director in planning, developing, and drafting protocols related to employees, facilities, and equipment.
- Coordinates movement and transport of dogs and ensures accountability and compliance with institutional, state, and federal regulations governing the care and use of dogs in research to include the production and maintenance of dog identification and location records for all dogs in the CPS Program.

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	May supervise employees but supervision is not the main focus of the job.

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	
High School Diploma or GED		and	8 years of	Coordinating and managing animals to ensure their health and welfare.	Or
Some college; vocational or Associate's Degree	Animal Science or Biological Sciences	and	6 years of	Coordinating and managing animals to ensure their health and welfare.	Or
Bachelor's Degree	Animal Science or Biological Sciences	and	3 years of	Coordinating and managing animals to ensure their health and welfare.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge and application of veterinary care.	
Knowledge of animal husbandry and animal care facility management.	
Knowledge and experience in managing personnel and logistics associated with coordination of care.	
Strong communication and organizational skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				Or
	Veterinary Technician		Desired	Or
	Veterinary Associate		Desired	

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			25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

This position requires the ability to drive during the day and night. This role may involve non-standard work hours, including being on-call as needed.