AUBURN
Human Resources

Mgr, BRF & LAH Animal Care Units

Job Description

JOB INFORMATION

Job Code	IA36
Job Description Title	Mgr, BRF & LAH Animal Care Units
Pay Grade	VT10
Range Minimum	$58,460
33rd %	$72,100
Range Midpoint	$78,920
67th %	$85,740
Range Maximum	$99,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	10/25/2024 1:55:38 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the University Veterinarian and Director of Lab Animal Health, this position manages and oversees consistent animal care standards for traditional and nontraditional laboratory animal species at the Division of Laboratory Animal Health (LAH) and the Biological Research Facility (BRF) animal care units. Supervises a team of employees ensuring routine animal care and maintenance of equipment and facilities to meet regulatory requirements of the animal care units.

RESPONSIBILITIES

- Oversees and manages daily operations of the animal care units and the animal care attendants. Develops and coordinates work schedules, daily tasks, training, policies, and procedures. Ensures animals are cared for daily, which includes covering duties in individual areas during staff absences.
- Oversees the care of animals within each animal care unit, ensuring animal care meets all internal and external applicable laws and regulations. In conjunction with the University Veterinarian, assists with animal care to ensure the safety and well-being of animals utilized for teaching, demonstration, and research.
- Directly supervises animal care unit staff, which includes prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained and following policies and procedures; and makes recommendations for hiring, terminations, and disciplinary action.
- Manages procurement and logistical processes for equipment and supplies used in the animal care units. Supervises maintenance, repair, installation, and removal of equipment and facilities within the animal care units.
- Conducts post-approval monitoring for the animal care units and provides 24/7 after-hours support for buildings and animal care.
- Assists the University Veterinarian 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.
- Receives, approves, and prepares for routine animal housing requests.
- Prepares and maintains documentation associated with animal care, animal census, and building repairs and maintenance.
- Inspects buildings, fences, supplies, and equipment to assess and determine necessary maintenance and repair work.
- Manages quality assurance procedures to ensure compliance with regulatory requirements for the animal care units. Guarantees that all standards for animal care and welfare are consistently met.

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	Biological or Veterinary Science	and	6 years of	experience working in an animal care setting (laboratory animal preferred). Facility and personnel management experience desired.	Or
Bachelor's Degree	Biological or Veterinary Science	and	4 years of	experience working in an animal care setting (laboratory animal preferred). Facility and personnel management experience desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of animal husbandry, and animal care facility management	
Experience with computers for word processing, spreadsheets, databases, internet use, and email	
Experience supervising personnel	
Strong written and verbal communication skills	
Strong organizational skills	
Ability to identify problems, analyze courses of action, and propose solutions	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	ALAT, LAT Certification		Required	
	Licensed Veterinary Technician - NAVTA		Desired	
	LATG, CMAR Certification		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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting			X			25 lbs
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.

Additional Special Requirements:

This position may be required to work non-standard office hours during the week, weekends, and holidays.