

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

- 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:

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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