

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Animal Resources Manager

Job Code: 185721

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

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### 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: Other:**

- 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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