

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**Executive Director, Department of Animal Resources**  
**Job Code: 185739**

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**Grade:** 00  
**OT Eligible:** No  
**Comp Approval:** 1/28/2015

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**JOB SUMMARY:**

Directs operations of the Department of Animal Resources, including oversight of all aspects of animal care, veterinary care, business services, personnel administration, budget administration, and regulatory compliance. Directs establishment and monitoring of animal care and use standards to ensure compliance with applicable regulations, guidelines, and accreditation standards. Directs and oversees veterinary medical care programs including diagnosis and treatment of disease, preventive medicine, health monitoring and quarantine. Provides research support to university scientists through the development and maintenance of optimum laboratory animal facilities, consultative services and training programs. Develops short and long-term strategic plans related to animal care, veterinary care, budget, personnel, facilities and equipment.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA    % TIME**

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|  |  | Directs operations of the Department of Animal Resources. Develops short and long-term strategic plans related to budget, personnel, facilities and equipment.   |
|  |  | Directs and oversees veterinary medical care programs including diagnosis and treatment of disease, preventive medicine, health monitoring, and quarantine. Provides veterinary medical diagnostic, surgical and treatment services for research animals.  |
|  |  | Oversees development and management of programs for scientific support and customer service relating to the use of animals in research. Provides research support to university scientists through the development and maintenance of optimum laboratory animal facilities, consultative services and training programs in comparative biology and medicine, research methods, animal models, protocol submission and review, surgical techniques, variables that affect animal experimentation, and compliance with state and federal laws. |
|  |  | Oversees development and management of regulatory compliance and post-approval monitoring of animal use protocols. Ensures compliance with departmental and university policies and procedures and applicable local, state and federal laws and accreditation standards. Ensures that animals are provided care in accordance with state and federal regulations to promotion physical and psychological well-being and minimize discomfort.   |
|  |  | Serves as a voting member of the Institutional Animal Care and Use Committee and other regulatory committees as required.  |
|  |  | Directly manages all subordinate staff, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs base on department goals. Reviews and approves hiring and salary actions to ensure compliance with policies. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.   |
|  |  | Ensures the proper training of personnel involved in laboratory animal research and care. Oversees administration of on-the-job training programs for animal care staff,   |

research staff and investigators in order to meet standards of performance. Ensures that programs are in place to prepare animal care staff for national certification examinations.

\_\_\_\_\_ Oversees development and management of department budget covering operations, endowments and sponsored projects. Reviews or makes major budgetary and resource allocation decisions including facility and equipment needs. Provides financial status reports to senior management, as needed.

\_\_\_\_\_ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. 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:**

D.V.M

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

California State license in Veterinary Medicine. Veterinary experience in a clinical or research setting including animal health and research compliance. Board certification by the American College of Laboratory Animal Medicine.

Demonstrated excellent written and oral communication skills. Demonstrated organizational, critical thinking, interpersonal and analytical skills.

**Preferred Experience:**

10 years

**Skills: Other:**

Analysis

Assessment/evaluation

Coaching

Communication -- written and oral skills

Conceptualization and design

Conflict resolution

Consulting

- Counseling
- Customer service
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Statistical analysis
- Teaching/training

**Skills: Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

Manages through subordinate supervisors.

**Supervises: Nature of Work:**

- Administrative
- Professional/Paraprofessional

**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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