**Manager, Laboratory Animal Care Standard Job Description**

**Classification Title:** Manager, Laboratory Animal Care

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Laboratory Animal Care Manager, under direction, oversees and directs the Laboratory Animal Care Facility. Communicates ideas, effectively guides the program in a positive direction, and provides data/instructional information to administration for public relations departments.

**Essential Duties and Tasks:**

**35% Coordination and Oversight of Animal Care Programs**

* Coordinates animal care program activities in accordance with relevant standards and regulations.
* Serves as principal contact to schedule research projects and allocate space and equipment.
* Oversees and manages the review of animal care and use proposals.
* Assists in the establishment of the animal health program and monitors the animal population.

**25% Staff Management and Development**

* Oversees the routine duties of staff to ensure high quality job performance.
* Establishes and oversees facility training programs to develop employee motivation and career development.
* Accomplishes personnel management functions, including hiring and evaluations.

**10% Safety and Compliance Management**

* Oversees implementation of procedures regarding the handling and disposal of infectious materials and chemical agents.
* Monitors environmental factors within the facility and communicates compliance issues to leadership.
* Oversees implementation and maintenance of biohazard safety procedures.

**10% Administrative Functions**

* Manages administrative functions including timekeeping, leave approvals, purchasing, receiving, and inventory.
* Coordinates with the attending Veterinarian to implement recommended procedures.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in Management or Animal Health, or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Standard Office and Laboratory Equipment
* Computer
* Telephone
* Calculator

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**