**Manager, Veterinary Park Standard Job Description**

**Classification Title:** Manager, Veterinary Park

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Veterinary Park Manager, under general supervision, manages animal care technicians and coordinates activities related to the paraveterinary health care procedures and care/management of animals used for teaching and research.

**Essential Duties and Tasks:**

**35% Management of Animal Care Operations**

* Coordinates activities related to paraveterinary health care procedures and management of animals used for teaching and research.
* Directs supervision of animal care staff to ensure compliance with IACUC, USDA, and AAALAC guidelines.
* Works with animal care supervisors to prioritize daily work assignments and ensure animals are fed and housed in clean environments.
* Oversees scheduling of weekend and holiday animal care and feeding to ensure animals are provided for during non-work hours.

**25% Health Surveillance and Record Keeping**

* Implements and manages the Herd Health Program for animals, following USDA and AAALAC standards.
* Oversees health surveillance of animals to ensure proper documentation, examination, diagnosis, and treatment.
* Keeps an updated inventory and location for animals in the facility, completing necessary reports.
* Ensures a system is in place for quick identification and reporting of sick animals to veterinary staff.

**10% Support for Research and Teaching**

* Assists researchers in developing projects and acquiring animals for research purposes.
* Works as part of a team with veterinary staff to ensure herd health procedures are carried out effectively.
* Provides learning opportunities for students in the Veterinary Professional Program.

**10% Facilities Coordination and Compliance**

* Works with facilities personnel to maintain and improve healthy environments for animals.
* Ensures compliance with USDA, IACUC, and AAALAC guidelines to maintain accreditation.
* Directly supervises facilities staff to ensure proper maintenance and scheduling of tasks.

**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 Animal Science or equivalent combination of education and experience.
* Two years of related experience in farming/ranching operations.

**Required Licenses and Certifications:**

* None.

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

* Must have ability to drive a vehicle while hauling livestock in a trailer.
* Must be able to use a computer primarily working with MS Word, Excel, and PowerPoint.
* Must be able an excellent communicator in order to communicate with the Park Director and/or with researchers regarding biomedical related research projects.
* Must be extremely organized and able to meet deadlines.
* Ability to multitask and work cooperatively with others.
* Knowledge of animal handling techniques.

**Machines and Equipment:**

* Computer
* Telephone

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**