**Supervisor, Animal Resources Standard Job Description**

**Classification Title:** Supervisor, Animal Resources

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Animal Resources Supervisor, under direction, coordinates and supervises activities to ensure that service goals are met. Establishes and oversees the training program for safety, maintenance, and animal care standard operating procedures.

**Essential Duties and Tasks:**

**35% Coordination and Supervision of Animal Care Activities**

* Coordinates and supervises activities to ensure that service goals related to research, teaching, husbandry, and veterinary needs are consistently met.
* Oversees maintenance of lab stocks and equipment, supervision of student workers, and quality control in husbandry procedures.
* Coordinates animal care program activities in accordance with the Institutional Animal Care and Use Committee (IACUC) and the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) standards.
* Serves as principal contact to schedule research and teaching projects, space, equipment, and student worker hours.

**25% Personnel Management and Training**

* Performs personnel management functions including hiring, training, supervising, and managing student workers.
* Accomplishes a quality assurance program that meets AAALAC requirements.
* Reports and consults all animal care issues with veterinary staff.

**10% Record Keeping and Compliance**

* Establishes and maintains a record system for animal records, facility records, purchases, expenses, manpower, and equipment chargebacks.
* Maintains documentation for IACUC and AAALAC inspection reports and provides responses to inspections.

**10% Equipment and Supply Management**

* Orders equipment and supplies needed for various animal rooms.
* Drives a university vehicle to deliver or pick up supplies from local vendors for urgent animal husbandry needs.

**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:**

* High School Diploma or equivalent combination of education and experience.
* Four years of related experience in laboratory animal care.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of animal care and safety processes.

**Machines and Equipment:**

* Computer
* Telephone
* Research Equipment

**Physical Requirements:**

* None

**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**