



JOB INFORMATION

<i>Job Code:</i>	185717
<i>Job Title:</i>	Animal Resources Supervisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Animal Resource
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Coordinates facilities, equipment and animal care personnel. Coordinates housing and care for a variety of animal species used in research. Directly supervises Animal Laboratory Technician I and II positions and performs animal care duties.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
X		Specialized/technical training	
	X	Bachelor's degree	Biological Science

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in veterinary hospital kennel or animal research laboratory.
	X	Experience in veterinary hospital kennel or animal research laboratory.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			American Association for Laboratory Animal Science Laboratory Animal Technician (LAT) Certification or Laboratory Animal Technologist (LATG) Certification.
	X		American Association for Laboratory Animal Science Laboratory Animal Technician (LAT) Certification or Laboratory Animal Technologist (LATG) Certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates facilities, equipment, animal care personnel and activities within one or more animal resource facilities in an assigned area. Ensures appropriate housing assignments for animals of different species. Plans and schedules daily animal care activities.				
Supervises daily operations to ensure animals are provided care in accordance with federal, state and local regulations and guidelines, including accreditation guidelines. Ensures compliance with University policies and procedures.				
Resolves quality control issues with facilities. Coordinates maintenance activities.				
Supervises a group of animal care personnel as assigned. Assists in recruitment, screening, hiring, orientation and training of unit staff. Ensures consistency of employee performance. Evaluates employee performance and provides guidance and feedback. Counsels and disciplines employees as required in consultation with the manager.				
Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a daily basis. Ensures timely completion of unit's work. Completes and submits time sheets and other documentation relating to employees.				
Monitors recordkeeping within facilities to ensure appropriate documentation as required by departmental and regulatory guidelines. Assists in developing standard operating procedures.				
Assists in the inventory of caging, equipment and consumable items such as animal feed and bedding supplies. Distributes equipment and supplies to facilities and informs the manager when supplies need to be replenished.				
Assists principal investigators and laboratory staff with procedures and equipment as necessary.				
Ensures that appropriate billing information is received by the Business Office.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.