



Associate Director, Animal Resources

Job Description

JOB INFORMATION

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| <i>Job Code:</i> | 185735 |
| <i>Job Title:</i> | Associate Director, Animal Resources |
| <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> | 5 Manager |

JOB SUMMARY

Assists in directing daily operations of Department of Animal Resources such as oversight of all aspects of animal care and veterinary care program. Oversees administrative supervisory personnel for animal care, business services, and Institutional Animal Care and Use Committee support and regulatory compliance. Establishes and monitors animal care and use standards. Ensures compliance with applicable regulations and guidelines. Manages and oversees veterinary medical care programs including diagnosis and treatment of disease, preventive medicine, health monitoring, and quarantine. Assists with strategic planning relating to budget, personnel, facilities, and equipment. Serves as Acting Director of Department of Animal Resources in the absence of Director.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------------------------|-----------------------|
| X | | Doctor of Veterinary Medicine (DVM) | |

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 | | 5 years | |
| | X | 7 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 | | Veterinary experience in a clinical or research setting including animal health and research compliance issues and investigations. |

Licenses

| Req | Pref | License(s) |
|-----|------|---|
| X | | California State license in Veterinary Medicine |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Assists in directing daily operations of Department of Animal Resources. Assists with strategic planning relating to budget, personnel, facilities, and equipment. Serves as Acting Director of Department of Animal Resources in absence of Director. | | | | |
| Manages 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. | | | | |
| Develops and manages programs for scientific support and customer service relating to the use of animals in research. | | | | |
| Develops and manages 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. Ensures that animals are provided care in accordance with state and federal regulations to promotion physical and psychological well-being and minimize discomfort. | | | | |
| Supervises unit employees, as assigned. Assists in recruitment, screening, hiring orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines supervised employees, as required. Recommends stronger disciplinary action or termination of employees to Director. | | | | |
| Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit's work. Compiles and submits time sheets, as required. Schedules and conducts staff meetings and individual meetings within unit to facilitate attainment of unit objectives. | | | | |
| Develops and manages program budgets covering operations, endowments and sponsored projects. Makes major budgetary and resource allocation decisions including facility and equipment needs. Provides financial status reports as needed. | | | | |
| Participates in Institutional Animal Care and Use Committee (IACUC) as a voting member and other regulatory committees, as required. | | | | |
| Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. 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. | | | | |

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/ |

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|--|-------------------|
| <i>Campus Security Authority (CSA)</i> | <i>Essential:</i> |
| 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.