



Executive Director, Department of Animal Resources Job Description

JOB INFORMATION

<i>Job Code:</i>	185739
<i>Job Title:</i>	Executive Director, Department of Animal Resources
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Animal Resource
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs operations of the Department of Animal Resources, including oversight of all aspects of animal care, veterinary care, business services, personnel administration, budget administration, and regulatory compliance. Directs establishment and monitoring of animal care and use standards to ensure compliance with applicable regulations, guidelines, and accreditation standards. Directs and oversees veterinary medical care programs including diagnosis and treatment of disease, preventive medicine, health monitoring and quarantine. Provides research support to university scientists through the development and maintenance of optimum laboratory animal facilities, consultative services and training programs. Develops short and long-term strategic plans related to animal care, veterinary care, budget, personnel, facilities and equipment.

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		7 years	
	X	10 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.
X		Demonstrated excellent written and oral communication skills.
X		Demonstrated organizational, critical thinking, interpersonal and analytical skills.

Licenses

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

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Board certification by the American College of Laboratory Animal Medicine.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs operations of the Department of Animal Resources. Develops short and long-term strategic plans related to budget, personnel, facilities and equipment.				
Directs 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.				
Oversees development and management of programs for scientific support and customer service relating to the use of animals in research. Provides research support to university scientists through the development and maintenance of optimum laboratory animal facilities, consultative services and training programs in comparative biology and medicine, research methods, animal models, protocol submission and review, surgical techniques, variables that affect animal experimentation, and compliance with state and federal laws.				
Oversees development and management of 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 and accreditation standards. Ensures that animals are provided care in accordance with state and federal regulations to promotion physical and psychological well-being and minimize discomfort.				
Serves as a voting member of the Institutional Animal Care and Use Committee and other regulatory committees as required.				
Directly manages all subordinate staff, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs base on department goals. Reviews and approves hiring and salary actions to ensure compliance with policies. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.				
Ensures the proper training of personnel involved in laboratory animal research and care. Oversees administration of on-the-job training programs for animal care staff, research staff and investigators in order to meet standards of performance. Ensures that programs are in place to prepare animal care staff for national certification examinations.				
Oversees development and management of department budget covering operations, endowments and sponsored projects. Reviews or makes major budgetary and resource allocation decisions including facility and equipment needs. Provides financial status reports to senior management, as needed.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. 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

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/
<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/			Yes

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.