



#### JOB INFORMATION

<i>Job Code:</i>	185721
<i>Job Title:</i>	Animal Resources Manager
<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

Manages all facilities, equipment and animal care personnel in the USC Department of Animal Resources on two campuses. Oversees housing and care for a variety of animal species used in research. Determines facility needs and assists in developing departmental budgets for animal care and uses facilities, equipment and personnel. Directly supervises Animal Resources Supervisors.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		With
X		Specialized/technical training		
	X	Bachelor's degree		In
	X		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		5 years		
	X	5 years	in veterinary hospital kennel or animal research laboratory.	

##### 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.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Degree in biological sciences.

## 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 and Laboratory Animal Technologist (LATG) Certification.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages overall operations of animal resource facilities for an assigned area. Determines housing assignments for animals of different species. Determines housing needs and makes recommendations to the Director.				
Manages the daily operations to ensure that animals are provided care in accordance with federal, state and local regulations and guidelines, including accreditation guidelines. Ensure compliance with university policies and procedures.				
Supervises unit employees as assigned. Directly supervises Animal Resources Supervisors and indirectly supervises all animal care personnel. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Schedules, assigns and prioritizes unit workloads. Sets appropriate deadlines and ensures completion of work within the unit. Monitors employee performance on a daily basis. Ensures timely completion of unit's work. Schedules and conducts staff meetings and other meetings within the unit to facilitate attainment of unit objectives.				
Oversees and monitors recordkeeping within facilities to ensure appropriate documentation as required by departmental and regulatory guidelines. Establishes standard operating procedures for facility operations.				
Participates in short and long term planning and makes recommendations regarding animal research facilities, equipment and personnel.				
Consults with and provides information to principal investigators on procedures and equipment necessary to achieve research objectives.				
Assists in departmental budgetary matters. Makes budgetary recommendations relating to animal facilities. Initiates and coordinates purchases of equipment and supplies. Provides information to Business Office as required. Provides forecasts and/or projections for budgetary purposes.				
Oversees inventory of caging, equipment and consumable items such as animal feed and bedding supplies. Ensure appropriate distribution of equipment and supplies to facilities.				

## 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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.