Auburn University Job Description

Job Title: Mgr, Animal Care Unit
Job Code: IA09
FLSA status: Exempt
Job Family: No Family
Grade 33: $39,300 - $65,500

Job Summary
Oversees routine care, maintenance of equipment and facilities, and assistance with routine medical procedures in the animal care unit.

Essential Functions

1. Supervises maintenance, repair, installation, and removal of equipment and facilities within the animal care unit.
2. Manages the logistical processes for equipment and supplies used in the animal laboratory.
3. Prepares draft budgets, approves changeable transactions, maintains financial records, and prepares financial reports for the animal care unit.
4. Assists the director in planning, developing, and deciding on protocols pertaining to employees, facilities, equipment, and supplies; animal health and care operations.
5. Assists in employee accident prevention, first aid programs, and safety operations in the animal care unit.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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<tr>
<th>Experience (yrs.)</th>
<th>Experience in managing the care of animals</th>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of animal care standard operating procedures, animal husbandry, and animal care facility management.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012