
Auburn University Job Description

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

Job Summary

Oversees routine animal care and maintenance of equipment and facilities to meet regulatory requirements of the animal care unit.

Essential Functions

1. Supervises maintenance, repair, installation, and removal of equipment and facilities within the animal care unit.
2. Manages procurement and logistical processes for equipment and supplies used in the animal care unit.
3. Assists the director in planning, developing, and drafting protocols pertaining to employees, facilities and equipment.
4. Assists in employee accident prevention, first aid programs, and safety operations in the animal care unit.
5. Prepares and maintains documentation associated with animal care, animal census and facility repairs and maintenance.
6. Supervises and provides daily management of animal care trainees, technicians, and technologists assigned to the animal care unit.
7. Approves, prepares for and receives routine animal housing requests.
8. Inspects buildings, fences, supplies and equipment in order to determine work to be performed.
9. Performs quality assurance procedures to meet regulatory requirements of 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Associates Degree
Experience (yrs.)	4	Experience in managing the care of animals and one (1) year experience supervising personnel.

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 husbandry, and animal care facility management. Use of computers for word processing, spreadsheets, databases, internet use and email. Skills in verbal communication, written communication and organization.

Certification or Licensure Requirements

AALAS LATG certification required following employment if not already certified. Certification must be completed within 18 months of employment.

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: 1/16/2019
