

The University of Texas at San Antonio

Job Description

Job Title: Animal Resources Supervisor III
Code: 14446
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Laboratory Animal Resources Center (LARC)
Reports To: LARC Director/Assistant Director

Summary

- **Function:** To provide for the care of experimental animals with primary emphasis placed on minimizing experimental variables relating to animal health and sanitation.
- **Scope:** Responsible for employee supervision and high quality animal care.

Duties

- **Typical:**
 1. Responsible for maintaining a sound animal colony management program.
 2. Provides technical services and training to faculty, students, and staff.
 3. Procures supplies and equipment.
 4. Administrates environmental monitoring.
 5. Responsible for facility equipment management and planning; and compiling animal use and Per Diem charges.
 6. Prepares monthly report of animal maintenance charges for investigators; conducts counseling and guidance sessions with subordinates; and preparation of quarterly personnel evaluations.
 7. Recommends subordinates for merit increases and promotions.
 8. Assists investigators and veterinary staff in technical procedures related to clinical and/or surgical needs.
 9. Trains all husbandry staff on SOPs, forms, cards, guidelines and signs related to animal care in the facilities.
 10. Prepares and coordinates staff work schedules and assignments.
 11. Prepare presentations and reports as needed.
 12. Maintains timely communication (verbal, email, etc.) with researchers, facility personnel, LARC staff and other UTSA departments as appropriate.
 13. Uses relevant information and individual judgment to monitor, manage and assess needs of the facility. Analyze information and evaluate results to choose the best solution and solve problems.

14. Performs other duties as assigned.
<ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Conducts time and motion studies. 2. Provides supervisory coverage in other areas and establishes and maintains records systems.

Education

Required	Preferred
Associates Degree from an accredited institution.	Bachelor of Science degree from an accredited institution.

Other Requirements

Required	Preferred
Laboratory Animal Technician (LAT) certification from the American Association of Laboratory Animal Sciences OR the ability to obtain this certification within 5 months of hire. Certification as a Laboratory Animal Technologist (LATG) level within 9 months of LAT certification. If selected candidate has LAT upon hire, certification as a Laboratory Animal Technologist (LATG) level within 12 months of hire.	N/A
Valid Texas Driver's License and clean driving record.	
Strong communication skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of experience in an animal resources facility, including two years in a supervisory capacity.	N/A

Equipment

Required	Possible
Autoclaves, power sprayers, foggers, animal transport vehicles, tunnel-type cage washers, cage and rack washers.	Steam and ethylene oxide sterilization, germ-free isolators, individually ventilated cages (IVC).
Personal computer and other standard office equipment. Proficiency in Microsoft Word, Excel and Outlook.	

Working Conditions

Usual	Special
Air-conditioned facility. Direct contact with a variety of animals.	N/A
Potential exposure to animal vivaria and other laboratories with animal or other biological research materials.	

Supervision

Received	Given
Works under the direct supervision of appointed superior.	Provides general supervision to subordinate employees within the unit.

Accuracy

Extreme care in maintaining area records, particularly those that pertain to personnel and maintenance charges to investigators.
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
