

The University of Texas at San Antonio

Job Description

Job Title: Animal Resources Business Operations Specialist
Code: 19064
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Laboratory Animal Resources Center/Research Administration
Reports To: University Veterinarian and LARC Director

Summary

- Function: Responsible for assisting in the planning, administering and managing all financial, administrative and program operations for the Laboratory Animal Resources Center (LARC).
- Scope: Oversees and performs professional duties related to the business and administrative operations of the LARC.

Duties

- Typical:
 1. Assists in managing the financial operations of the LARC. Formulates, prepares and monitors budgets. Prepares reports, monitors accounts and ensures a sound financial state for the LARC. Ensures fiscal activities are in accordance with state and institutional policies and procedures.
 2. Performs cost analyses and research regarding animal per diem rates. Proposes rate changes and adjustments. Oversees the billing, cost assignments and internal policies and procedures regarding operating capital.
 3. Coordinates and oversees animal cage card administration, animal census administration, animal procurement and transfers.
 4. Coordinates with Access Services to manage facility security. Tracks animal users to ensure valid credentials for access.
 5. Oversees purchasing for the LARC. Performs and oversees vendor research, pricing and preparation of purchase requisitions. Develops and maintains productive working relationships with LARC vendors.
 6. Assists in facilitating problem resolution and sustains collaborative communication within the LARC and partner organizations.
 7. Ensures flow of documentation between the animal facilities and LARC main office is carried out according to LARC practices.
 8. Develops and compiles reports for internal and external requirements.

<p>9. Assists in the AAALAC Accreditation process. Gathers and compiles data, provides reports, statistical analysis and produces documents. Ensures accreditation efforts are on schedule, finalizes the Program Description and coordinates efforts to prepare for site visits.</p> <p>10. Assesses operations, policies and procedures in order to maintain operational excellence. Proposes, develops and implements process improvements.</p> <p>11. Responsible for the coordination and purchase of all animal orders for the institution.</p> <p>12. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Completes special projects and assignments. 2. Serves on committees and attends meetings.

Education

Required	Preferred
Bachelor’s degree from an accredited institution. <i>(Experience can be substituted for education on a year for year basis.)</i>	Master’s degree from an accredited institution.

Other Requirements

Required	Preferred
Demonstrated excellent written and verbal communications and organizational skills.	Certification from the American Association for Laboratory Animal Science (AALAS). Experience with AAALAC International preparation process.
Must be detail oriented and able to work independently.	
Excellent analytical skills and ability to compile data and prepare routine reports	IACUC Administrator Certification.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of progressively responsible clerical/administrative experience to include purchasing, disbursement and/or financial analysis.	Experience with laboratory animal programs and regulations.
	Experience with an IACUC or other research committee.

Equipment

Required	Preferred
Personal computer, Microsoft Office Suite, and standard office equipment.	Personal protective equipment may be necessary in and around laboratories.

Working Conditions

Usual	Special
Normal office conditions and animal laboratory conditions. Exposure to animal vivarium and other biological research materials.	Occasional evening and weekend hours.

Supervision

Received	Given
Determines own work methods and solves problems utilizing specialized knowledge and experience resulting in minimal supervision while work is in progress.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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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.

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.
