



Job Specification

Job Title: Manager, Animal Resources
BCAT Code: 315X AE
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Oversees the operation of an animal care facility. Coordinates with investigators regarding ongoing research projects. Supervises staff.

Examples of Duties

- Directs work with animals including husbandry and research related tasks.
- Monitors the safety and security of the animal facility.
- Coordinates with investigators and research staff for the completion of animal care.
- Coordinates with investigators, research staff, physical plant staff, and outside contractors regarding priority and scheduled completion of maintenance and repair tasks.
- Coordinates staff scheduling and maintain absentee records.
- Trains and supervises animal care staff.
- Ensures that the University is in compliance.
- Maintains daily operations record and logs (eg. lock logs, diet logs, compliance logs, etc.)
- Coordinated repair and maintenance of animal enclosures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of all federal, state and local compliance rules and regulations.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards

Bachelor's degree and two years of supervisory experience in a research environment at an animal laboratory; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.