Job Title: Animal Facility Supervisor

BCAT Code: 09NX63  Effective Date: April 1, 2007
Pay Grade: G11  FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description
Coordinates and implements the activities and the research of the animal facility, such as compliance and supervision, research, reports and proposals, purchases, inspections, training, etc.

Job Duties/Responsibilities
- Assists the Director in coordinating and implementing compliance and supervision, reports and proposals, purchases, research, inspections, and training related to the animal facility.
- Serves as liaison between the animal facility and other associated offices or entities within/outside the University.
- Trains and supervises subordinates in handling animal facility issues and concerns.
- Coordinates the development of publications, such as brochures, flyers, and web pages associated with the animal facility.
- Assists in coordinating the preparation of technical reports on animal facility activities.
- Assists in coordinating the research and development of new programs, grants, and funding proposals.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of animal facility activities and research, rules, practices, and procedures.
- Knowledge of computer operations and software, such as spreadsheets, word processing, presentations, databases, web design, etc.
- Effective time management and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, exhibit excellent customer service, leadership, and apply for grants.
- Ability to conduct investigative, quantitative, and qualitative analysis.

Minimum Hiring Standards
Bachelor’s degree and three years of related experience in animal or biological sciences; or a combination of education and related 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.