Georgia State University

Job Specification

Job Title: Manager, Animal Resources

BCAT Code: 09GX03            Effective Date: April 1, 2007
Pay Grade: G14    FLSA Status: Exempt    Revision Date: July 1, 2013

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

Examples of Duties
- Directs work with animals, such as husbandry and research related tasks.
- Monitors the safety and security of the animal facility.
- Coordinates the animal care with investigators and research staff.
- Coordinates with investigators, research staff, physical plant staff, and outside contractors the priority settings and scheduled completion of maintenance and repair tasks.
- Coordinates the staff scheduling, and maintains absentee records.
- Trains and supervises animal care staff.
- Ensures that the University is in compliance with procedures and regulatory requirements.
- Maintains daily operation records and logs, such as lock logs, diet logs, compliance logs, etc.
- Coordinates the 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 research environment experience in an animal laboratory; 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.