

The University of Texas at San Antonio

Job Description

Job Title: Animal Resources Supervisor II
Code: 14447
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Laboratory Animal Resources Center (LARC)
Reports To: Animal Resources Supervisor III

Summary

- Function: To provide supervision and highly skilled technical work within an animal resource facility.
- Scope: Responsible for achieving and maintaining the highest quality of animal care.

Duties

- Typical:
 1. Provide front-line supervision of laboratory animal care personnel; including scheduling and reviewing work assignments and training in animal care, facility, and safety procedures.
 2. Assists investigators and attending veterinarians in technical procedures related to clinical and/or surgical needs.
 3. Assists in providing technical services and training to faculty, students, and staff.
 4. Monitors and maintains inventories of supplies and equipment. Assists in equipment planning and projections.
 5. Maintains equipment and prepares reports
 6. Familiarity with federal laws and policies governing the care and use of laboratory animals.
 7. Performs other duties as assigned.
- Periodic:
 1. Assists in special projects.

Education

Required	Preferred
High school diploma or GED.	Bachelor of Science Degree from an accredited institution.

Other Requirements

Required	Preferred
AALAS Laboratory Animal Technician (LAT) Certification within 12 months of hire.	N/A
Knowledge of federal laws and policies governing the care and use of laboratory animals.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years of experience in an animal resources facility.	Similar experience including one year in a supervisory capacity.

Equipment

Required	Preferred
Experience using database and spreadsheet software. Ability to use all equipment regularly used in an animal facility.	N/A

Working Conditions

Usual	Special
Possibility of animal bites and scratches. Duties may require prolonged stooping, lifting and standing. Must be able to lift 50 lb. bags of feed.	May work near biohazard conditions while handling animals. Rotating weekend or holiday duty.

Supervision

Received	Given
General supervision by project director and/or Animal Resources Supervisor III.	Specific instructions to Animal Attendants and Animal Technicians.

Accuracy

Extreme accuracy in mixing medications, disinfectants, and insecticides, and in maintenance of records concerning proper identity of laboratory animals.

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.