Classification Specification for Unclassified Service

**Title:** Assistant Director Vivarium Operations

**Pay Scale Group:** 23 1

**Essential Function**

Under general supervision from the Laboratory Animal Medical Services (LAMS) Director, facilitate oversight of vivarium operations and satellite animal housing facilities at the University of Cincinnati.

**Characteristic Duties**

Oversees and supervises staff facility operations, equipment maintenance, and construction projects; manages physical resources including space planning, inventory control, and property maintenance; create and provide project status reports.

Reviews husbandry capital equipment purchases and university contracts.

Provides oversight of satellite animal housing areas.

Set and clarify goals for vivarium supervisors and program coordinator, prioritize and coordinate work schedules.

Provide investigator support in relation to housing, husbandry, and procedural space needs.

Implement environmental health and safety measures.

Review and revise SOP's and Quality Assurance Standards; formulate and implement process improvement strategies.

Assist with personnel training (LAMS and investigator staff).

Coordinate meetings and assist with continuing education opportunities for LAMS staff.

Assistant Director with budgetary planning and program oversight.

Manages and assists with human resource activities regarding recruiting, hiring, disciplinary action, termination, professional development, mentoring, and performance evaluations.

Assistant Director with regulatory and accreditation oversight (AAALACi, OLAW, and USDA).

Report animal, facility and personnel issues and concerns to the appropriate level.

Develop and maintain effective teamwork with staff, management, investigators and other departmental units (Biosafety, Environmental Health & Safety, Radiation Safety).

Perform miscellaneous duties as assigned.
Minimum Qualifications

Laboratory Animal Technologist (LATg) Certification by the American Association of Laboratory Animal Science; Bachelor’s degree in Animal Science or related field with 5 years experience; Associate Degree with 7 years experience or; 10 years of related experience. A minimum of 3 years supervisory experience.