Title: Director, Institutional Animal Care & Use Committee Office

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, direct the administrative activities of humane animal care in research; evaluate and ensure compliance with federal, state, and local regulations.

Characteristic Duties

- Direct the administrative activities of humane animal care in research; evaluate and ensure compliance with federal, state and local regulations.
- Develop and implement policies and procedures consistent with accrediting agencies, federal, state, and local regulations.
- Serve as liaison to federal and state regulators.
- Oversee protocol submission process; review and approve protocols and electronic submission systems.
- Develop and implement appropriate training program and evaluate program effectiveness.
- Develop and monitor departmental budget; review and approve operating expenditures.
- Coordinate regulatory site visits, report deficiencies, and follow-up issues with appropriate agencies.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in Science or related field. Experience must be in the area of legal or regulatory compliance and include at least three (3) years supervision.