Classification Specification for Unclassified Service

**Title:** Vivarium Operations Manager  
**Pay Scale Group:** 19

### Essential Function

Under general supervision from the Laboratory Animal Medical Services (LAMS) Assistant Director Vivarium Operations, facilitate oversight of vivarium supervisors and husbandry/facility operations while ensuring compliance with university, local, state, and federal policies and laws pertaining to use of animals in research, teaching, and testing.

### Characteristic Duties

- Direct and coordinate campus-wide vivarium operations related to procurement, receiving, and husbandry
- Manage vivarium supervisors to ensure high quality animal care, physical plant needs are met, and there is adequate staffing to support operations including weekend/holiday coverage
- Conduct vivarium facility reviews and participate in program inspections (e.g., IACUC, AAALAC, USDA)
- Monitor vivaria temperature and humidity trend reports; communicate and resolve deviations
- Direct allocation of animal housing space and support areas
- Participate in strategic planning and development of policies and procedures for animal use, including SOP’s and quality assurance standards
- Collaborate with researchers, LAMS and Facilities staff and external contractors to maintain and repair animal vivaria and equipment
- Inform researchers of vivarium operations issues; consult with researchers regarding special study needs or research issues
- Act to ensure regulatory compliance and maintenance of AAALAC accreditation
- Attend IACUC monthly meetings
- Prepare and maintain relevant records
- Assist in recruitment and training of new staff
- Assist with performance evaluations and, when applicable, progressive discipline
- Promote a common vision and unified team
- Participate in emergency preparedness
- Act on behalf of the LAMS husbandry management team as needed
- Perform miscellaneous duties as assigned

### Minimum Qualifications

Bachelor’s degree with five (5) years’ experience; OR- Associate’s degree with seven (7) years’ experience; -OR- nine (9) years’ experience; experience must be in animal science or related field. Five (5) years of supervisory experience of which three (3) years are directly related to supervision in Laboratory Animal Science. Three (3) years of Animal Biosafety Level 2 experience. Must have Laboratory Animal Technologist (LATg) certification by the American Association of Laboratory Animal Science (AALAS). On-call rotation is a requirement for this position.