Classification Specification for Unclassified Service

**Title:** Laboratory Animal Supervisor I  
**Pay Scale Group:** 15-1

**Essential Function**

Under general supervision from a designated administrator, supervise veterinary technical staff in the care and medicating of animal patients; perform administrative functions (including education and training); facilitate oversight of medical and surgical units; and assist researchers.

**Characteristic Duties**

- Provide oversight related to anesthesia, surgery, diagnostic testing, treatments, post-procedural care, and euthanasia for all species.
- Provide administrative oversight of veterinary technical staff, including training and work review.
- Oversee equipment maintenance, procurement of pharmaceuticals and veterinary supplies, and management of the controlled drug program.
- Plan, develop and administer departmental training programs, including AALAS certifications.
- Oversee and schedule university continuing education, including IACUC, Occupational Health and Safety and Environmental Health and Safety training.
- Oversee veterinary-related service requests and billing.
- Create and maintain documentation related to standard operating procedures, Ohio Board of Pharmacy/Drug Enforcement Agency records, facility records, logs, training forms, and continuing education.
- Assist with processes such as murine pathogen colony monitoring/testing/eradication, rodent import/export and quarantine, and oversight of IACUC protocol transfers.
- Perform other duties as assigned.

**Minimum Qualifications**

Registered Veterinary Technician certification; Associate’s degree in Applied Science or related field with four (4) years’ experience; - OR - six (6) years’ experience. Experience must include working in a laboratory animal setting. Experience may include one (1) year supervision. Laboratory Animal Technologist (LAT) Certification from the American Association for Laboratory Animal Science (AALAS) OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. On-call rotation is a requirement for this position.