**Title**: Manager Laboratory Facility III

**Pay Scale Group**: 19

**Essential Functions:**
Under general supervision from the Laboratory Animal Medical Services (LAMS) Associate Director, Vivarium Operations supervise and oversee assigned areas of the animal facilities at the University of Cincinnati.

**Characteristic Duties**

- Provide coverage for the LAMS Assistant Director, Vivarium Operations during their absence
- Supervise work activities of subordinates; review and adjust daily workloads as needed; review room logs.
- Facilitate and schedule the care and feeding programs for all species.
- Assist with oversight of the health and welfare of all species.
- Inspect animal rooms for sanitation, proper operation of mechanical equipment and condition of cages; ensure compliance with federal, state, university and unit departmental guidelines.
- Submit orders for feed, bedding, and other supplies as needed.
- Submit supply inventory order
- Monitor and track monthly temperature and humidity reports
- Coordinate time off of work schedules for hourly staff according to union contract
- Assist the LAMS assistant Director, Vivarium Operations with regulatory and accreditation preparation and oversight-IACUC semiannual inspections, USDA annual site visit, AAALAC triennial site visit
- Assist the LAMS Assistant Director, Vivarium Operations with purchasing contracts
- Assist the LAMS Assistant Director, Vivarium Operations with IACUC LAMS monthly reports
- Assist the LAMS Assistant Director, Vivarium Operations with preparation of weekend, holiday and facility rotations for hourly staff
- Maintain spreadsheet of capital equipment
- Approve animal requisitions
- Coordinate transportation schedule of animals, supplies, and equipment
- Submit, review and track completion of work orders
• Assist with the development and administration of facility training for researchers, staff and students; prepare and present related material.
• Oversee service requests submitted by research personnel; ensure appropriate billing of services and supplies.
• Assist in the allocation and assignment of space for incoming animals and/or new projects
• Assist with badge and key access
• Oversee bar coding and assist with training
• Schedule facility orientation training
• Assist with providing continuing education opportunities and materials for the unit
• Assist in departmental planning of goals and objectives and development of policies and procedures for animal use, including SOP’s and Quality Assurance Standards.
• Liaise with unit, departmental, university, and external contractors regarding maintenance and repair of facilities and equipment.
• Prepare and/or maintain various reports and files.
• Assist in recruitment and training of new staff.
• Assist with/conduct staff performance evaluations and when applicable, progressive discipline.
• Develop and maintain effective teamwork with staff, management, researchers, and other departmental units.
• Report animal and personnel issues and concerns to the appropriate level.
• Perform miscellaneous duties as assigned.

Updated 5-3-16
Minimum Qualifications

Bachelor’s degree with five (5) years’ experience; -OR- Associate’s degree with six (6) years’ experience; -OR- related professional certification with seven (7) years’ experience; -OR- eight (8) years of experience; experience must be in related field. Four (4) years of supervisory experience required. Certification by the American Association for Laboratory Animal Science (AALAS). On-call rotation is a requirement for this position..