POSITION TITLE: Animal Care Program Manager

LOCATION: FDA/National Center for Toxicological Research (NCTR)
Division of Veterinary Services
Jefferson, Arkansas

SUPERVISOR: Project Director

CLASSIFICATION: EXEMPT

SALARY: 50K-68K

JOB SUMMARY:
This position is responsible for all aspects of operation and management of animal care and research at the NCTR in accordance with applicable federal and state laws, regulations and guidelines, contract requirements, facility and animal care and research Standard Operating Procedures (SOPs), Good Laboratory Practice (GLP), approved experimental protocols and accepted animal care practices.

The Animal Care Program Manager must communicate and interact with contract and NCTR personnel to ensure humane care and use of various species of research laboratory animals, and optimum animal facility ancillary support in accordance to experimental protocols, as well as associated federal and state laws and regulations, and other applicable guidelines.

BASIC REQUIREMENTS:

1. Bachelor’s or Master’s degree in biological or animal sciences or related disciplines at a minimum, with emphasis on animal care, diet preparation, and management in a research environment preferred.

2. Minimum three (3) years’ experience as supervisor of a research laboratory animal facility accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).

3. AALAS certification at the Laboratory Animal Technologist (LATG) level and, preferably, will be a Certified Manager of Animal Resources (CMAR).

4. Candidates must possess excellent written and verbal skills in order to effectively communicate with scientific investigators on a daily basis.

5. Must have knowledge of applicable federal, state and local regulations.
RESPONSIBILITIES AND DUTIES:

Essential Duties:

1. Oversee operations and management of the animal care and research program in the performance of investigator project requirements; and managing personnel, animal and facility resources.

2. Responsible for the direct oversight of the Animal Care/Technical Procedures and Formulations program.

3. Must have good working knowledge of laboratory animal technician duties and training, dose development and delivery procedures, diet preparation and diet dosage procedures.

4. Demonstrated experience in managing rodent breeding operation.

5. Demonstrated experience in managing projects requiring GLP compliance.

6. Acts as a direct interface between contract personnel and the NCTR Principal Investigators (PIs), Study Directors, Program Directors and other members of the investigator team. Coordinates the investigators’ resource requirements to the NCTR Project Officer, Director of Veterinary Services, and the Bionetics Project Director, Animal Care Supervisors and Training Coordinator, and/or their designees.

7. Shall have demonstrated ability to interact effectively with PIs, Study Directors and investigator team(s) to achieve goals set forth within approved research protocols involving animal care, developing department master schedules and study-specific schedules, diet, dosing, and standard observational and technical procedures and accurate reporting of such data.

8. Be familiar with active experimental protocols and future studies in the research pipeline to aid NCTR and Bionetics with assuring PI and Study Director experimental parameters are met.

9. Be a resource of knowledge to ensure all Supervisors, Training Coordinator, Technical Specialists and Assistant Technical Specialists maintain the integrity of all experiments.

10. Function as the backup for the facility Animal Care Supervisors when needed.

11. Manage the assignment and movement of personnel between tasks to balance the level of effort with the scope of work and the level of technical expertise and training as required.

12. Maintain up-to-date inventory of animals and provide investigators with animal colony production and availability for short and long-term projects. Reserve animals for specific shipment dates requested.
13. Assist with development and implementation of Standard Operating Procedures (SOPs).

14. Work closely on a regular basis with the Training Coordinator, who oversees training programs, as well as, perform in-house training of staff as required to ensure the technical capabilities and preparedness of a well-trained staff.

15. Assist in forecasting SOP training needs, coordinating, and designing training plans of animal care specialized training with the Training Coordinator. Furthermore, routinely communicating with the Training Coordinator so that instructors can be identified, taught, and assigned to train personnel.

16. Complete preliminary experimental protocol manpower cost estimates, as well as monthly cost reports of specified ongoing experiments, manpower productivity and progress reports as requested.

17. Generate various reports as required by the contract in a timely manner and in the format specified by the NCTR Project Officer or Director of Veterinary Services.

18. Assure adherence to applicable institutional, state and federal laws, regulations, guidelines and directives including AWA, OLAW, AAALAC, USDA, the Service Contract Act, Equal Employment Opportunity Program, OSHA, GLPs, etc.

19. Shall have experience in developing, directing, and administering an Occupational and Environmental Health and Safety (EHS) Program.

20. Maintain awareness of current information on animal care and use legislation, licensing, and certification.

Non-Essential Duties:

1. Other related duties as assigned.
**PHYSICAL REQUIREMENTS**

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<th>Activity</th>
<th>Not Applicable</th>
<th>Occasionally</th>
<th>Often</th>
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<tbody>
<tr>
<td>Climbing</td>
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<tr>
<td>Stooping</td>
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<td>Reaching</td>
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Lifting/Moving Requirements – up to 50 pounds

**ENVIRONMENTAL CONDITIONS**

Normally performs animal care and research program management and administration duties in an environmentally controlled work area. However, technical and management duties may also be performed mainly indoors in an animal care vivarium, barrier facility, surgical or test procedure laboratory facility, diet/water prep facility, or animal housing/bedding cleaning and processing areas. Work may require use of appropriate personal protective equipment (PPE) in these facilities. Laboratory environment and/or animal care work areas may be prone to hot and humid conditions, and subject to objectionable odors, aerosols, dust, animal dander, and noise.

Candidates should submit their resumes to:
Address: The Bionetics Corporation, 101 Production Drive, Ste. 100, Yorktown, VA 23693, Attn: Susan Hayes
Email: shayes@bionetics.com
Fax: 757-952-3700

EQUAL OPPORTUNITY EMPLOYER: Minority/Female/Disabled/Veteran
VEVRAA Federal Contractor
Employability in the U.S. and pre-employment drug screen required.