

Spec Code: 0947
Occ. Area: 03
Work Area: 500
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 7/15/04

LABORATORY ANIMAL CARE COORDINATOR

Function of Job

Employees in positions allocated to this level coordinate and manage a large or a campus-wide operation for laboratory animal care.

A Laboratory Animal Care Coordinator typically

1. manages and coordinates the operation of a large or campus-wide laboratory animal care program, physical plant issues, procurement of animals, supplies, and equipment, and directs the activities of the supervisors responsible for the various subunits.
2. counsels, directs, and/or advises staff or faculty in laboratory animal care (such as feeding, watering, cage cleaning, environmental control), advanced laboratory animal technology (such as gnotobiology, basic surgery techniques, or diagnostic laboratory functions), and on local, state, and federal guidelines and regulations concerning laboratory care and use.
3. assists the program director and/or administrative staff in planning operational functions of the laboratory animal physical plant and staff responsibilities.
4. evaluates daily operational reports from lower-level staff (such as stock and animal inventories and personnel reports) and prepares written reports for higher-level administrative or professional personnel (such as periodic inventory of animal species, supplies, or equipment, health status reports).
5. advises faculty or staff on and coordinates procurement of animals, supplies, and equipment.
6. assists director or administrator with budget process, facility renovation or expansion plans, and campus laboratory animal utilization policy formulation.
7. plans and implements animal care on-the-job and formal training programs.
8. selects, disciplines, and/or terminates employees.
9. may perform duties typical of Laboratory Animal Care Series as needed.
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or GED
 2. Any combination totaling **three (3) years** from the following categories
 - (a) Progressively more responsible laboratory animal facility experience performing duties comparable to that gained as a Laboratory Animal Care Specialist and/or Laboratory Animal Care Supervisor
- or
- (b) Two years of vocational training specifically related to the classification (such as community college or vocational programs)

Note – Only a maximum of two (2) years can be applied as vocational training/course work

or

- (c) College course work related to animal care (such as veterinary technology) or to basic animal sciences (such as biological sciences or animal science) as measured by the following conversion table or its proportional equivalent:

60 semester hours equals **one year**

90 semester hours equals **two years**

120 semester hours equals **three years**

Note – Only a maximum of three (3) years can be applied as college course work.

or

- (d) One of the following AALAS certifications:

Note: The letter “R” listed prior to a AALAS certification acronym (such as RALAT, RLAT, and RLATG) indicates this AALAS member is both a certified (successfully completed the examination) and a registered technician (keeps current to the laboratory animal field through continuing education). This application is entitled to the same points as those who are certified with ALAT, LAT, LATG credentials.

Laboratory Animal Technologist (LATG) certification or an equivalent certification

Certified Manager of Animal Resources (CMAR) certification or an equivalent or higher certification

Note – Certifications can be measured by the following conversion table or its proportional equivalent:

LATG certification or an equivalent certification equals **three years** of experience

CMAR certification or an equivalent or higher certification equals **four years** of experience

3. Three years of laboratory animal facility experience in a **supervisory** capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. strong communication, leadership, and supervisory skills
2. thorough knowledge of basic biology and care of laboratory animals
3. knowledge of federal regulations affecting animal care facilities
4. knowledge and experience with computers
5. willingness and ability to effectively communicate oral and written instructions
6. willingness and ability to work effectively with a broad range of faculty and staff (caretakers, technicians, professionals, and administrators)
7. ability to evaluate sanitation practices and animal care procedures in the animal facility
8. ability to evaluate animal facility records and to prepare reports on facility activities
9. ability to train, instruct, or discuss animal care procedures with caretakers, staff, or faculty

*Note: The letter “R” listed prior to a AALAS certification acronym (such as RALAT, RLAT, and RLATG) indicates this AALAS member is both a *certified* (successfully completed the examination) and a *registered* technician (keeps current to the laboratory animal field through continuing education). This applicant is entitled to the same points as those who are certified with ALAT, LAT, LATG credentials.