***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Manager, Veterinary Facility**

Job Family: Research Sub Family: Veterinary Resources

**Job Summary:**

Manages and provides planning and direction in the operations of an animal care facility. Develops, implements, and maintains its policies, procedures, and programs in order to assure cohesiveness and effectiveness. Responsible for supervision of lab technicians.

**Essential Functions:**

* Manages functional personnel in alignment with department and campus-wide goals/objectives in order to promote maximum staff member benefit and effectiveness as well as overall functional productivity.
* Maintains functional efficiency and productivity by developing, implementing, and coordinating policies and procedures.
* Fosters and supports a conducive consultant/client environment, providing business unit and campus representatives with assessment, training, and advisement in functional area.
* Monitors, reviews, and evaluates ongoing functional programs and controls, assessing needs and facilitating improvements.
* Performs such administrative duties as staff supervision, performance evaluation, budgetary tracking, report formulation, and quality assurance.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Veterinary Medicine

Experience: Five (5) years progressively building a background in a related functional area

Supervisory: One (1) year of direct management experience

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3801E

SOC Code: 292056 IPEDS: HlthTechs

EEO6 Code: Professional State Code: 9332101

USM eCode: E24380 AAP Code: 3A