JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Animal Laboratory Facility Manager

Job Code: 5282

Salary Grade: S10

FLSA Status: Exempt

Job Family: Research

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Manages the Laboratory in an animal facility by supervising personnel, maintaining inventory, conducting research, acting as a liaison, and training.

- Supervises laboratory personnel. Anticipates staffing needs, selects and trains new employees, delegates tasks, conducts performance appraisals, makes recommendations for promotion, salary increases, and terminations.
- Establishes and maintains an inventory control system for supplies and equipment. Initiates requests for new supplies and equipment and puts in work orders for the maintenance of the laboratory. Maintains a detailed record system for the purchase of laboratory animals.
- Conducts research in animal husbandry including animal testing, evaluating new products, and methods.
- Acts as the liaison between the laboratory and research investigators.
- Assists Director in establishing and maintaining a cost accounting system for the laboratory.
- Plans, develops, and maintains training programs for Laboratory Animal Technicians. Plans and enforces a program of health safety for employees.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree in a Biological Science, Animal Science or related field.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 84 months experience.

Experience:

Required: 36 months experience in a laboratory animal facility.

Required Certifications or Licenses:

None.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of animal husbandry.
- Ability to supervise and train.
- Ability to communicate verbally and in writing.
- Basic math and accounting skills.
- Proficient with a computers and applicable software.
- Ability to work with animal dander and odors.

Working Conditions

Physical:

Standing for prolonged periods. Manual dexterity. Reaching, stooping, bending, walking, listening, and speaking.

Environmental:

Laboratory Environment. Exposure to animal dander, odors, biting, and scratching.

Printed Date: 11/22/2026