



## Texas A&M University Classification Specifications

7657

CMP DIVISION COORDINATOR

08/30/2007

### *SUMMARY*

**General Description:** Provide coordination and oversight for an assigned CMP Division, including the direct supervision of CMP Research Animal Supervisors. The services provided by this division are conducted in accordance with the Guide for the Care and Use of Laboratory Animals, Public Health Service Policy, and the Animal Welfare Act and Animal Welfare Regulations.

### *DUTIES*

**Typical:** Coordinates activities of the division by setting goals and objectives consistent with organization goals and develops effective action plans for their achievement. Activities include management of division employees (hiring, setting and adjusting wages and work schedules, training, counseling/reprimanding, evaluating, terminating); Ensures that CMP records are maintained in conformance to institutional policies and regulatory agency and government directives; Observes, implements and clarifies policies, procedures and regulations to facilitate unit/department operations that are consistent with legal and organizational guidelines; Maintains policies and procedures meeting Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) criteria and other regulatory requirements; Ensures that CMP Standard Operating Procedures are reviewed annually, updated when procedures are revised, and written when new procedures are implemented; Assists with coordination and implementation of CMP animal care staff training and presentation activities; Coordinates and/or participates in CMP lab animal teaching activities conducted for CMP staff and/or TAMU personnel that participate in the care and use of lab animals and ensures records of such activities are appropriately maintained; Interprets and applies the Guide for the Care and Use of Laboratory Animals, the Laboratory Animal Care and Use Policies and Program and all Federal, State and local regulations; appropriately informs and advises research and husbandry staff of regulations and standards relevant to individual research protocols; Assists in establishing, initiating and overseeing laboratory animal room environmental parameters such as temperature, air exchange and light cycles as they pertain to individual species and research projects; Recommends and provides data for CMP per diem rates; Interact and establish working relationships and communicate effectively with Texas A&M University research staff and CMP staff; Acts as Rotational Weekend and Holiday Supervisor; Other duties as assigned.

### *SUPERVISION*

**Received:**

**Given:**

### *EDUCATION AND EXPERIENCE*

**Required:** Bachelor's degree or any equivalent combination of training and experience. Successful completion of a formal Laboratory Animal Science Course may substitute for three months of laboratory animal care experience. Successful completion of CMP Laboratory Animal Science Course, Barrier Colony Management, Good Laboratory Practices and SBAT within first year in this position. Four years experience in a biomedical research environment with a strong emphasis on animal health. Successful completion of a formal Laboratory Animal Science Course may

substitute for three months of laboratory animal care experience.

**Preferred:** Bachelor's Degree Successful completion of CMP Laboratory Animal Science Course.

*LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** American Association of Laboratory Animal Science (AALAS) Laboratory Animal Technician (LAT) certification. Valid driver's license and good driving record. Must be able to obtain State of Texas class "C" vehicle operator's license within 30 days of employment.

**Preferred:** American Association of Laboratory Animal Science (AALAS) Laboratory Animal Technologist (LATG) certification.

*EQUIPMENT*

**Typical:** Use of autoclave, electric cart, floor scrubber, rack washer, tunnel washer and computer.

*KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Works independently with supervisory and organizational skills. Oral and written communication skills