

WASHINGTON COUNTY
Job Description

JOB TITLE: Animal Shelter Veterinarian

Exempt (Y/N): Yes

DEPARTMENT: County Judge's Department

DATE PREPARED: August 1, 2013

SUPERVISOR: Shelter Director

SUMMARY:

This Shelter Veterinarian under the general supervision of the Shelter Director as directed by the Chief of Staff to the County Judge is responsible for supervising the overall health of all shelter animals. Provide care and treatment of incoming and housed animals within the shelter. Provide training for shelter staff on proper euthanasia techniques; training about disease, and intestinal parasites. Oversee the Vet Tech's performance of tests for heartworm tests, feline leukemia, etc. Provide sterilization and rabies vaccinations for all the animals adopted and rabies vaccinations for animals reclaimed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Oversee animal health programs at the shelter to provide the best possible care to all animals entering and exiting the shelter, while helping to control population. Ensure animals are cared for in accordance with sheltering standards.
2. Maintain a clean and sanitary animal shelter at all times.
3. Ensure that any citizen complaints pertaining to the health of shelter animals are processed in a rapid and professional manner, and within Washington County policies and all applicable laws and standards regarding animal sheltering.
4. Develop a good working relationship in all areas of the media so as to be better prepared to communicate information about special projects, events, and situations to inform the public as necessary.
5. Coordinate with the Shelter Director regarding the selection of animals for euthanasia.
6. Train Kennel Supervisors in euthanasia certification. Supervise the process to ensure it is conducted in a humane fashion and according to state and federal law.
7. Keep completed medical records and drug records required by the Drug Enforcement Agency.
8. Supervise and coordinate the purchase of all clinic supplies, and equipment while following Washington County purchasing policies and guidelines.

9. Conduct sterilization surgeries of all animals leaving the shelter through adoption or rescue.
10. Examine, vaccinate, and oversee treatment of all shelter animals, including microchipping.
11. Supervise disease prevention, educate and train staff in proper care and analyzing health issues.
12. Provide emergency on-call services pertaining to both incoming animals and adopted animals.
13. Supervise the Veterinary Technician and assist with day to day duties.
14. Testify in court cruelty cases; write reports for such cases providing professional opinion and diagnosis.
15. Hold informational meetings and write publications for the public on safety and wellbeing of animals in the County.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE:

Doctoral degree (DVM) and two years of related experience and/or training with a minimum of one year of management experience. Hold a State license to practice Veterinary Medicine and Controlled Substance Certification. Proficient in the use of a personal computer & related software. Must pass a criminal background check with no convictions or guilty pleas or no contest pleas that are associated with controlled or illegal substances, or any criminal law pertaining to animals.

SUPERVISORY RESPONSIBILITIES:

Directly supervises Veterinary Technicians. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

COMMUNICATION SKILLS:

Ability to write reports, business correspondence, and assist in adding to policy/procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED:

Comply with stated standards of performance. Report to Shelter Director of the organization.

PLANNING:

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING:

Perform work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND:

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING:

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Regular use of complex machines and equipment (desktop/laptop computer and software, incinerator, and other equipment, etc.)

ACCURACY:

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequent, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT:

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT:

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Doctorol Degree (DVM), DEA Certification, and Euthanasia Certification, State license to practice Veterinary Medicine, post-employment within first month.

SOFTWARE SKILLS REQUIRED:

Intermediate: Spreadsheet

Basic: Alphanumeric Data Entry, Contact Management, Word Processing/Typing

PHYSICAL ACTIVITIES:

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS:

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

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