

WASHINGTON COUNTY
Job Description

JOB TITLE: Vet Technician Animal Services

Exempt (Y/N): No

DEPARTMENT: County Judge – Animal Services

DATE PREPARED: June 2016

SUPERVISOR: Animal Shelter Director

GENERAL DESCRIPTION OF POSITION:

This position supervises the cleaning of the shelter; the care and treatment of incoming animals under the direction of the veterinarian; and performs tests for Heartworm Disease, Feline Leukemia, Parvovirus, and intestinal parasites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist kennel staff with day to day duties relating to the shelter animals including treatment of incoming animals.
2. Oversee and perform euthanasia and track the use of controlled substances. Maintain federal drug records and keep inventory of federal drugs in order to meet DEA requirements.
3. Under the direction of the veterinarian, supervise the treatment of ill and injured animals.
4. Oversee disease testing of shelter animals and train kennel supervisors to properly conduct the tests.
5. Supervise the maintenance of animal records.
6. Assist Veterinarian and Director in updating the Shelter manual as needed.
7. Do behavior assessment on animals moved to the adoption areas.
8. Maintain inventory of clinic supplies and inform Director of needed items before the supply is depleted.
9. Do daily check of animals, with assistance of kennel supervisors and kennel attendants, to note any sign of illness or distress. See that animals are weighed weekly and records updated.
10. Oversee preparation of adopted or reclaimed animals to leave the shelter.
11. Perform any other related duties as required or assigned.

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:

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 2 years related experience and/or training.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

None.

COMMUNICATION SKILLS:

Ability to effectively communicate information and respond to questions in person-to-person and small group situations customers, clients, general public and other employees of the organization.

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 solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED:

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING:

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING:

Performs 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:

Close mental demand. Operations requiring close and continuous attention for control of operations. 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:

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and 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. Frequently, 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:

Arkansas Certified Veterinary Technician and Euthanasia Technician

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS:

Not indicated.

SOFTWARE SKILLS REQUIRED:

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

ADDITIONAL INFORMATION:

Not indicated.

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 stand, walk, use hands to finger, handle, or feel; and frequently required to reach with hands and arms, talk or hear; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

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.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually loud.