

**MAJOR FUNCTION**

This is responsible professional work performing high volume, high quality surgical sterilization, diagnosis and medical treatments, surgical services and euthanasia at the facility and representing the City on the care and treatment of animals and pets. Work is performed under the administrative direction of the Animal Services Manager, with the incumbent exercising considerable independent judgment in the carrying out of assignments. Work is reviewed through conferences, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises, plans, assigns, schedules and directs the work of Veterinarian Technicians. Performs spay/neutering surgery on animals prior to adoption. Performs exams, diagnosis and treatments for medical conditions; performs forensic veterinary exams. Promotes the humane care and treatment of animals at all times. Adheres to highest ethical standards and provisions of veterinary care in a safe, competent, professional and humane manner. Provides ongoing training for staff throughout the unit regarding proper care and treatment of animals and to assist with veterinary duties or medical procedures. Recommends and drafts policies and guidelines for animal health as assigned. Develops protocols for handling ill and injured animals in the shelter. Supervises the visual monitoring on a daily basis of impounded animals, including those that may be isolated or quarantined for signs of illness or unusual behavior; assures that problems are promptly reported; determines and initiates appropriate action, as required. Supervises the administration of all drugs used for immobilization, treatment and euthanasia. Oversees the ordering and maintaining of supplies and equipment. May assist field officers with cruelty investigations or rescues where medical intervention is necessary. Responds to inquiries from the public; maintains effective community relations; participates in special community events; and advises/explains proper medical care and treatment of animals and pets. Performs studies; prepares reports, and maintains required records. Prepares press releases and responds to inquiries from the press. Conducts performance evaluations, and recommends approval or disapproval of merit increases. Insures that policies and procedures are consistent with and implemented according to state law, local ordinances and City policies. Represents the Animal Services Manager as directed. Trains and coaches supervised staff in a manner designed to elicit full performance. Recommends the hiring, advancing, transfer, grievance resolution, discipline or dismissal of supervised personnel. Performs related work as required. Participates in special events and performs other duties as assigned.

**Other Important Duties**

Analyzes and recommends improvements for the efficient use of Shelter space and facilities. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of surgical procedures for high quality, high volume spaying and neutering canines, felines, and other common shelter animals such as rabbits, guinea pigs, etc. Thorough knowledge of shelter medicine and best practices including the Association for Shelter Veterinarian Guidelines. Knowledge of modern techniques for treating various animals for common diseases and injuries. Knowledge of laws, codes, regulations and policies affecting the division's operations and programs. Knowledge of quality assurance procedures and techniques. Knowledge of training principles, practices and techniques. Knowledge of principles and practices of leadership and conflict resolution. Ability to decide whether to perform surgery based on the animals' health status. Ability to understand, interpret and apply pertinent provisions of county, state and federal laws, rules, regulations and standards that affect the operation and administration of the shelter. Ability to effectively provide training and instruction to non-professional staff personnel on a variety of medical

techniques common to animal care. Ability to analyze program needs and develop, recommend and implement operational procedures, policies and protocols. Ability to analyze situations, reach sound conclusions and take appropriate action. Ability to establish and maintain cooperative relations and deal effectively and tactfully with citizens, staff, and local veterinarians. Ability to prepare clear, complete and technically accurate reports. Skill in addressing community groups, panels and/or commissions. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a Doctor of Veterinary Medicine degree and two years of professional work experience practicing veterinary medicine. Two years of supervisory experience in a directly related area is also required.

Necessary Special Requirement

Must possess at the time of appointment a valid license to practice veterinary medicine in the State of Florida and keep license current, as a condition of continued employment.

Established: 10-01-05

Revised: 11-25-13