

DOCTOR OF VETERINARY MEDICINE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Provide medical care and treatment of animals at the City of Antioch Animal Shelter. Supervise and direct the day-to-day activities of the Registered Veterinarian Technician (RVT) and others responsible for the medical management of shelter animals. Assist in developing, advancing and implementing veterinary clinic medical and shelter operations protocols. Provide high level customer service to animal care partners and members of the public.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Examine animals at the time of intake, when needed.
2. Direct, coordinate and perform medical treatment of all impounded animals; oversee assigned staff as they care for and treat animals.
3. Collaborate with other shelter staff to establish medical standards and procedures for the maintenance of healthy, safe and sanitary living conditions for all animals at the animal shelter.
4. Provide training for staff, various city departments and community residents regarding many aspects of animal health including educating staff on how to identify animals that require immediate veterinary care and isolation.
5. Monitor shelter animal population. Determine and direct appropriate action as required to prevent disease transmission among shelter animals.
6. Conducts physical examinations of animals preliminary to surgery; develops and implements treatment and disinfection protocols; proactively prevents and manages disease shelter-wide.
7. Performs surgeries and procedures such as spay and neuter, mass removals, dentals, entropion (eyelids rolling inward) repair and other elective procedures. Removes sutures as needed.
8. Oversee the practice and implementation of the shelter's euthanasia procedures; make necessary changes and provide recommendations directly to the Animal Services Manager to ensure euthanasia at the shelter is humane.
9. Makes decisions for euthanasia to end suffering for an animal when medical conditions are severe and the prognosis is grave.
10. Supervise vaccinations of animals as required.

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11. Examine all animals before they are made available for adoption.
12. Directs the preparation of a medical history for each animal and the recording of subsequent information on the health and condition of the animal.
13. Provide professional assistance in the investigation of mistreatment and neglect of animals including the examination of animals impounded for abuse and expert testimony if necessary.
14. May prescribe drugs and sedatives for animals.
15. Supervises the ordering, maintenance and inventorying of controlled drugs and other veterinary medical and clinical supplies; assist in creating the veterinary program budget.
16. Supervise, train, and evaluate assigned staff.
17. Attend community events to provide education and advice to community members on the proper care of animals.
18. Apply for and maintain the Shelter's Veterinary Premise Permit.
19. Prepares reports and correspondence as required.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices and techniques of veterinary medicine.
- Preoperative, surgical and postoperative procedures involved in performing spay and neuter surgeries.
- Animal diseases prevention and control.
- State and Federal Animal Health laws and regulations.
- Operation and administration of animal shelters.
- Pertinent federal, state, and local laws, codes, and regulations including laws and regulations governing the care, housing, and control of animals.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.

Ability to:

- Train animal care staff in clinical and surgical procedures.
- Direct the handling and care of animals in a considerate and humane manner.
- Examine, evaluate and treat shelter animals in a professional and efficient manner.
- Operate assigned medical equipment.
- Deal effectively with various community groups, private veterinarians and the public.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

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- Maintain confidentiality of information.
- Maintain complete and accurate records of all medical care and medications administered.
- Prepare clear and concise records, reports, correspondence and other written material.
- Use good judgment and common sense in handling difficult situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Graduation from an accredited College of Veterinary Medicine and a valid license to practice veterinary medicine in the State of California from the California Veterinary Medical Board.

Experience:

Minimum of One (1) year of full time (or the equivalent of full time) experience in the diagnosis and treatment of animals in a clinical setting, private practice or animal shelter environment that includes performing surgery.

License or Certificate:

Possession of an appropriate, valid driver's license. An out-of-state valid Motor Vehicle Operator's License will be accepted during the application process, but a valid California license must be obtained within six (6) months of appointment to the position.

Possess and maintain a valid Controlled Substance Registration Certificate from the United States Department of Justice, Drug enforcement Administration (DEA license).

Must maintain a California Veterinary License in good standing and pursue adequate continuing education to continue to provide standard of care pursuant to the mission of Antioch Animal Shelter.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in an office, kennel, and field environment; exposure to a variety of domestic and wild animals; exposure to infectious animal diseases, animal wastes, animal bites, and allergens.

Physical: Primary functions require sufficient physical ability and mobility to exert physical strength when handling animals and livestock; ability to humanely restrain animals when necessary; assess medical and behavior changes in animals both visually and audibly; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment including use of a computer keyboard; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

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FLSA: Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.