



## City of Irving Job Description

### Veterinarian

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Animal Services
<b>Job Code:</b>	02031	<b>Reports To (Job Title):</b>	Animal Services Manager

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#### PURPOSE

To provide veterinary services and facilities for Irving Animal Services

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Responsible for ensuring the overall health, treatment & diagnosis of those animals impounded at the shelter.
- Perform spay/neuter surgeries on adoptable animals.
- Evaluate quarantined animals involved in bites.
- Prescribe euthanasia for badly-injured or ill animals.
- Vaccinate all animals, ensure proper sanitary measures are undertaken in the shelter, and serve as an advisor on animal health and the prevention of zoonotic diseases.
- Provide any necessary medical training to shelter staff and Animal Services Officers.
- Educate the community about animal care and zoonotic diseases.
- Establish medical and non-medical protocols pertaining to animals entrusted to the animal shelter.

#### OTHER DUTIES AND RESPONSIBILITIES

- Make recommendations to the animal services manager and shelter supervisor regarding animal health and animal disposition issues.
- Communicate with shelter visitors, animal owners, other veterinarians, rescue organizations and the general public regarding animal health related issues.
- Serve as veterinarian of record in animal cruelty cases.

#### SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Use assigned city purchasing card per city policy, order medical supplies and equipment as needed. Assist purchasing department with bidding process of veterinary supplies as needed. Ensure that veterinary program is within an annual budget of approximately \$120,000.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Doctor of Veterinary Medicine from an AVMA accredited college or university.

### **EXPERIENCE**

- At least one (1) year of shelter medicine in a municipal animal shelter or humane organization.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Current license to practice veterinary medicine in the state of Texas
- Current DEA certificate
- Current DPS certificate

### **KNOWLEDGE OF**

- Infectious disease presentation, pathogenesis, diagnosis, management including but not limited to: URI, Kennel Cough, Panleukopenia, Parvovirus, Distemper, Ringworm, common internal and external parasites and Rabies.
- State, local and federal laws and rules pertaining to animal care and control.
- Herd health management, maternal immunity and developing vaccination programs in the face of constant challenge with infectious agents. This includes techniques for containing outbreaks of diseases in a shelter setting
- Drug classifications, federal and state regulation/rules pertaining to controlled substances.
- Biological, Microbiological and Chemical Sciences: known facts, ideas, and skills regarding living organisms, microorganisms, and properties or actions of chemicals.
- Routes of transmission of different diseases and how to contain outbreaks of disease.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Standards of care in animal shelters.

## **SKILLS AND ABILITIES IN**

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing and directing people as they work, and identifying the best people for the job.
- Mechanical/Technical: Safely operating diverse equipment including trucks, medical equipment, euthanasia equipment, and incinerator.
- Public Speaking: Effectively communication orally with an audience.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Internally, interacts with different various city departments when promoting vaccine clinics and other education opportunities for the citizens. Externally, interacts with citizens about education of animal handling, training and medical care. Also, aides in communicating difficult and sensitive issues with tact and empathy to the public and rescue organizations.

## **EQUIPMENT AND PROPERTY**

X-ray processor, ultrasonic cleaner, autoclave, anesthetic machines, Idexx StatSpin, Idexx Laser Cyte, Idexx Snap Shot Dx, Catalyst Dx and SurgiVet anesthesia monitors.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to drive a vehicle, listen, see, talk, and/or walk. Frequently, s/he is required to grasp, handle, feel, kneel, lift up to 10 pounds, sit, smell, stand, and/or stoop. Occasionally, s/he is required to balance, carry, climb, crawl, lift up to 50 pounds, pull, push, reach, and/or run. Rarely, s/he is required to lift over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to blood-borne pathogens, dirty environment, air contamination, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is loud.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.