

MAJOR FUNCTION

This is responsible professional work overseeing all veterinary services provided by Tallahassee Animal Services (TAS). Work is focused on improving the health and welfare of the animals in the care of TAS by providing medical and surgical services, developing policy and protocols, supervising of the veterinary team (including other shelter veterinarians, veterinary technicians/assistants, veterinary student externs and volunteers), and representing the City on the welfare of animals in our community. 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 shelter veterinarians and veterinarian technicians/assistants. Performs high-volume, high-quality spay/neuter surgery on animals prior to adoption. Performs physical exams, diagnostics 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, including professional ethical guidelines and provides veterinary care in accordance with the standard of care, current shelter medicine guidelines, evidence-based medicine practices and low-stress techniques. Provides ongoing training for staff regarding protocols and policies, including recognition and management of medical and/or behavioral problems, veterinary nursing and surgical care, and other topics as appropriate. Develops policies, protocols and guidelines for animal health in accordance with the current shelter medicine guidelines and evidence-based practices. Supervises daily rounds of animals housed in the shelter, including those that may be quarantined for public health purposes. Supervises the administration of all drugs used for anesthesia, medical treatment, immobilization, and euthanasia. Oversees the ordering and maintenance of medical supplies and equipment. Assists animal control officers and local law enforcement with forensic investigations or cases where medical intervention is necessary. Responds to inquiries from the public; maintains effective community relations; participates in special community events; and provides outreach on proper care and treatment of animals. Performs studies; prepares reports and maintains required records. Assists with preparing press releases and responds to inquiries from the press. Conducts performance evaluations and recommends approval or disapproval of merit increases. Ensures that policies and procedures are consistent with and implemented according to the standard of care, current animal sheltering guidelines, state law, local ordinances and City policies. Represents the Animal Services Manager as directed. Trains and coaches supervised staff in a manner designed to encourage engagement, promote health and well-being, and foster achievement of their full potential. 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 current animal welfare and shelter medicine principles and best practices, including the Association of Shelter Veterinarian Guidelines. Thorough knowledge of high-volume high-quality spay/neuter surgery. Thorough knowledge of current forensic veterinary

techniques, including the investigative process, proper documentation and the civil and criminal legal process. Knowledge of current standard of care for treating common diseases and injuries routinely found in shelter populations. Knowledge of current preventative care principles for management shelter populations. Knowledge of federal, state and local laws, codes, regulations and policies affecting the division's operations and programs, and ability to apply pertinent provisions to the operation and administration of the shelter. 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 effectively provide training and instruction to non-professional staff on a variety of veterinary, animal welfare and animal care topics common to animal sheltering. 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, vendors, 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 from an AVMA-accredited school or equivalent and five (5) years of professional work experience practicing veterinary medicine. Two (2) 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, a current US DEA Controlled Substance Registration, and current USDA Accreditation. All licenses, registrations and accreditations must be kept current as a condition of continued employment.

Established: 01-16-21