

## **CLASS TITLE: ANIMAL SHELTER VETERINARIAN**

**PURPOSE OF THE CLASSIFICATION:** Under general direction maintains the Animal Shelter Veterinary Clinic for the Animal Welfare Division of the Working In Neighborhoods Department, providing veterinary care for the health and well being of the animals and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages the animal shelter veterinary clinic, ensuring compliance with applicable federal, state and local regulations governing veterinary medicine
- Performs spays and neuters, administering post surgery veterinary care of adopted animals
- Provides regular veterinary care and medical treatment of domestic, exotic, or wild animals and livestock
- Performs veterinary medical and surgical procedures
- Supervises selection of animals for euthanasia
- Manages and participates in the training of the veterinary clinic staff and the staff members of the animal shelter in the handling and care of animals
- Provides direct supervision to shelter staff engaged in animal treatment
- Performs animal cruelty evaluations and conducts postmortem studies and analyses as well as other aspects of animal cruelty investigations including testifying in animal cruelty cases
- Maintains medical record and drug use logs to standards of veterinary and sheltering practices
- Processes animals for transfer
- Assists in the preparation of the budget for the animal shelter
- Must report to work on a regular and timely basis

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited school of veterinary medicine, and three (3) years of animal shelter or veterinary medical experience. Experience in animal shelter medicine is highly desirable.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and techniques of modern veterinary medicine; comprehensive knowledge of federal, state and local laws governing the welfare of animals; knowledge of shelter animal health protocols; knowledge of surgical procedures and companion animal health issues; and knowledge of management techniques. Ability to provide regular veterinary services, diagnostic and medical treatment; ability to direct and supervise veterinary programs ; ability to perform spay/neuter surgeries on a daily basis as needed for adoptions and events; ability to maintain records and prepare reports on procedures and regulations; ability to assist in budget preparation; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use surgical and laboratory instrumentation, keyboard and telephone; frequent lifting and carrying up to 50 pounds and occasionally exerting force up to 100 pounds; frequent pushing and pulling up to 20 pounds; may be subject to extended periods of walking and standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma class "D" Driver's License and a license to practice veterinary medicine in the State of Oklahoma. Possession of, or ability to obtain, the required registration/certification from the Drug Enforcement Administration (DEA) and the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBND) within six (6) months of employment.

**WORKING ENVIRONMENT:** Working environment may be either indoors or outdoors and in inclement weather.

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**Class Code: 2051**

**EEO Code: E-02**

**Pay Code: EX-52**

**Group: Cultural, Legal and Sciences**

**Series: Medical**

**Effective Date: April 4, 2018**