



## CLASS SPECIFICATION

Class Code:	60019331
Date Established:	07/2023
Last Reviewed:	11/2023
Last Revised:	11/2023
Last Title Change:	11/2023
FLSA:	exempt
Probation:	12 months

### SUPERVISING VETERINARIAN

#### **DEFINITION**

Under direction provides medical care for shelter animals, and client owned pets, including evaluation, case management and treatment triage; and performs other related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Doctor of Veterinary Medicine degree from an accredited college or university AND two years of experience in shelter or emergency medicine and surgery to include one year of full - time supervisory experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Drug Enforcement Agency (DEA) Controlled Substance License required at the time of appointment.

License to practice veterinary medicine in the State of Nevada required within six (6) months of appointment and must be maintained for continued employment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop recommendations and collaborate with the director, assistant director, kennel supervisor, field manager and field supervisors in the formulation of shelter medicine, objectives, practices, plans and decisions that influence operations to ensure optimal health of owned, sheltered or community animals.

Supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Oversight of and participation in veterinary technician/assistant partnership with Truckee Meadows Community College and entire medical program.

Oversee the maintenance of shelter drug and supply inventory while meeting and maintaining DEA requirements.

Monitor and assist in the preparation/development of assigned budget including recommend expenditures for designated accounts and monitor approved budget accounts; review financial condition of assigned programs and recommend/initiate corrective action to ensure financial integrity.

Provide both individual and herd health population management for animals sheltered at Washoe County Regional Animal Services (WCRAS).

Diagnose and treat a wide variety of acute and chronic medical conditions, including infectious disease.

Perform examinations, vaccinations, and a variety of diagnostic tests and complete medical records including a clearly outlined treatment and pathway plan.

Perform cruelty case examinations and necropsies; provide expert testimony related to WCRAS investigations and cases.

Perform physical exams or necropsies on animals upon intake and as needed; diagnose and prescribe treatment for sick and injured animals in the shelter.

Perform high volume spay/neuter surgeries and additional surgeries as necessary on owned, sheltered or community animals. Additional surgeries include but are not limited to enucleations, exploratory laparotomies, orthopedics, tumor removal, amputations, etc.

Maintain comprehensive computerized medical records for medical management and surveillance of illness within the shelter; develop a variety of technical reports, summaries, and other documentation.

Adhere to a comprehensive health care program with the following components: environmental sanitation, record-keeping, disease surveillance, physical examinations, vaccination, parasite control, disease testing, disease treatment, surgery, nutrition, outbreak response, and environmental enrichment for owned, sheltered or community animals.

Ensure appropriate medication is administered by shelter veterinary staff.

Participate in outreach programs and special events; provide educational information and training to department staff, community partners, and the public.

Create training programs and presentations for staff on various aspects of disease control and behavior and health.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance Level** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Departmental/divisional policies and procedures.

Department/division operations, services, and processes.

Tools and instruments used in veterinary medicine.

Up-to-date shelter animal health protocols, surgical procedures, and companion animal health issues.

County and state ordinances, laws, and regulations governing impounding, care, quarantine, treatment, and euthanasia of animals.

Washoe County budget process and pertinent policies and procedures of other County departments or divisions (e.g., Purchasing, Budget, Risk Management).

### **Ability to:**

Effectively supervise, evaluate, and motivate the performance of assigned staff.

Demonstrate passion for the WCRAS mission, and for caring for all animals regardless of age, breed, temperament, or species.

Be flexible, detail oriented, and effectively triage and prioritize.

Be proficient and comfortable in emergency medicine and surgery.

Provide incremental medical care with consideration of shelter resources without compromising patient care.

Maintain animal treatment records and monitor the feeding, care, and physical condition of animals under veterinary care.

Maintain medical records and controlled substance logs to standards of veterinary and sheltering practices; develop organizational SOPs; ensure that records are in order and complete and maintained in organizational systems.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Principles and practices of veterinary medicine.

Proper inventory and maintenance of pharmaceutical supplies and equipment.

General surgical procedures and equipment used in a veterinary clinic.

Animal behavior, anatomy, common animal diseases, care and feeding of animals, cleaning, and disinfecting methods.

**Ability to:**

Perform sterilization surgeries and other surgical procedures for shelter and owned animals.

Work efficiently and accurately in a busy and fast-paced environment.

Promote a team oriented and collaborative work environment.

Provide information in a manner understandable by caregivers.

Write reports, summaries, and other documents in a clear and concise manner.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Services employees are considered disaster response employees when ordered to assist during a disaster. This position may require on-call assignments.

Incumbents may work irregular hours, weekends, holidays, evenings, or on-call. THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED. This includes animals that are excited and agitated. Ability to sit for extended periods. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX. Ability to frequently stand, climb, walk, run, stoop, crouch, and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Work is performed in the shelter, clinic, outdoors, and driving environments. Ability to work in varying temperatures.

Ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases. Must be willing to work nonstandard work week.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*