

Classification Title: Chief Veterinarian

FLSA Status: Exempt

BRIEF DESCRIPTION: Assesses and maintains the health of the animals within the Animal Center. Provides education to fosters and staff relating to the health and welfare of the animals at the Animal Center. Completes daily rounds of the animals in the Animal Center and provides medical care to the animals. Maintains medical records of animals seen, medical procedures done, and medications prescribed. Writes and updates policies and procedures related to the medical care of the animals in the Animal Center.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Completes daily assessments of Center animals. Examines and treats animals. Assesses cruelty cases and completes surgery as needed. Along with exam and treatment, updates medical records to reflect exam findings and treatments administered.
2	S	Handles appointments and drop offs of animals in the foster program for healthcare exams and treatments.
3	L	Responsible for supervising the veterinary technicians as well as the contract surgeon. Ensures all HR policies are followed. Ensures the contract surgeon is maintaining the standards set forth by the Animal Center.
4	S	Writes and maintains standards of care for the animals in the Animal Center pertaining to the health and welfare of the animals.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Doctorate of Veterinary Medicine
Experience	One year of shelter medicine experience.
Equivalent Education & Experience Accepted?	No.
Certification and Other Requirements	NC Veterinary License, USDA APHIS Accreditation, DEA Registration, and Valid driver's license with "safe" driving record.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100lbs. occasionally, 50-100lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Blackberry, equipment/supplies related to veterinary medicine, Shelter Buddy, Computer, Lotus Notes.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	X Other: Animal Shelter

PROTECTIVE EQUIPMENT REQUIRED:

Disposable gloves and gowns.