

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Animal Shelter Veterinarian (3255)**  
**Animal Shelter Veterinarian (PT) (3256)**

<b>CLASS CODE:</b> 3255		
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Deputy Director	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY:** Provides medical care and treatment of animals at the City of San José Animal Care Center. Supervises and directs the day-to-day activities of Animal Health Technicians, and others responsible for the medical management of impounded animals.

**DISTINGUISHING CHARACTERISTICS:** The Shelter Veterinarian is responsible for all medical treatments performed at the shelter. This position reports to the Deputy Director of Animal Care and Services and supervises Animal Health Technicians and volunteers. The position is distinguished from Animal Health Technicians who are responsible for basic care of the animals in the shelter and who provide expert advice to citizens regarding the animals they wish to adopt, but do not have supervisory responsibility or the veterinary knowledge and skills to perform complex medical procedures and make comprehensive evaluations.

Incumbents in this class may need to work weekends, holidays, nights and rotating shifts, and respond to emergency animal services assignments during off-duty hours.

### QUALIFICATIONS

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

#### Education and Experience

A degree from an accredited college or university in Veterinary Medicine and two (2) years of experience in the diagnosis and treatment of animals in a clinical setting, private practice or shelter environment, including the performance of surgery.

#### Licensing Requirements (such as driver's license, certifications, etc.)

- Valid California license to practice veterinary medicine in the State of California is required.
- Ability to register with the Drug Enforcement Administration for controlled substances.
- Valid California Driver's License and a good driving record. (Must maintain a good driving record.)

#### Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Ability to examine, evaluate and treat shelter animals (primarily dogs and cats) in a professional and efficient manner
- Skill in the development and implementation of goals, objectives, policies, procedures and work standards for medical staff
- Ability to operate assigned medical equipment
- Ability to make sound decisions, including prescribing medications and euthanasia of animals that are irremediably suffering from serious illness or severe injury
- Ability to develop and implement methods to control and prevent the spread of diseases in a shelter
- Ability to plan, assign, supervise and train staff and volunteers in the paraprofessional treatment and humane care of animals
- Ability to communicate effectively orally and in writing

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**CLASS SPECIFICATION**

**TITLE: Animal Shelter Veterinarian (3255)**  
**Animal Shelter Veterinarian (PT) (3256)**

- Knowledge of safety regulations and safe work practices

**Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):**

- Knowledge of California state, federal and municipal animal health laws and regulations governing the impounding, releasing and euthanasia of animals
- Experience in supervision and program management
- Experience performing spay/neuter procedures and vaccinations in a high volume environment
- Experience handling and treating aggressive and/or feral animals
- Experience in training staff to rapidly identify animals requiring isolation or veterinary care.
- Experience using computers for tracking animals in the shelter
- Experience in the development of a comprehensive program of health care services for the animal shelter, establishing medical standards and procedures for the maintenance of healthy, safe and sanitary facilities.
- Experience in estimating veterinary requirements for the budget and monitoring expenditures
- Ability to negotiate and monitor contracted medical services with local animal clinics and veterinarians

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FRE-QUENCY</b>
1.	Directs, coordinates and performs the screening, diagnosis, and basic and emergency medical treatment of animals in the shelter.	Daily
2.	Performs or supervises the visual monitoring of impounded animals, including those that may be isolated or quarantined for signs of illness or unusual behavior.	Daily
3.	Performs surgical procedures, including spay/neuters and vaccinates animals to prevent diseases.	Daily
4.	Maintains the records to track the care and condition of animals.	Daily
5.	Effectively communicates the condition and status of animals with staff, public and animal groups.	Daily
6.	Advises staff on matters within the veterinary field.	Daily
7.	Orders, maintains and controls the drugs used at the shelter and in the field.	Daily
8.	Trains appropriate staff in administering first aide and vaccinations to animals, the performance of euthanasia and other paramedical duties.	Daily
9.	Performs and directs staff to perform euthanasia of animals that are irremediably suffering from serious illness or severe injury, as necessary	Daily
10.	Ensures that shelter staff participates in a comprehensive disease prevention program for the animal shelter.	Daily

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11.	Participates in special spay/neuter or vaccination clinics.	As Required
12.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; providing technical guidance to staff; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.	Daily
13.	Ensures compliance of activities to codes and all legal regulations.	Daily
14.	Performs other duties of a similar nature or level.	Daily

**PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job)**

	Climbing	X	Kneeling		Crawling
	Balancing	X	Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing	X	Feeling	X	Pushing
X	Crouching				

  X   *Medium Work*: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**CLASSIFICATION HISTORY**

Established 11-03; s000

Revised 1-04 (Added PT); s001