
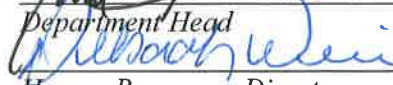


**DONA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Veterinarian	<b>PAY GRADE:</b> 21
<b>DEPARTMENT:</b> Sheriff's	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Lieutenant, Criminal Investigations Div.	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>APPROVED:</b>  701	<u>2/11/13</u> Date
 Human Resources Director	<u>2/22/13</u> Date

**I. PURPOSE SUMMARY.** Under nominal supervision provides technical animal health care duties and technical support for small animals and livestock that have been quarantined as evidence. Responsible for supervision of the animal caregiver staff. Works on a flexible schedule to meet changing needs.

**II. ESSENTIAL DUTIES.**

1. Manages animal caregiver staff. Tasks include but are not limited to:
  - a. Develops goals and objectives
  - b. Implements approved policies and procedures
  - c. Approves selection of staff, provides daily supervision, writes and conducts performance evaluations and when necessary implements discipline
  
2. Promotes and maintains the humane care and treatment of animals. Tasks include but are not limited to:
  - a. Examines, diagnoses and treats diseases and disorders of animals quarantined
  - b. Vaccinates animals
  - c. Provides emergency veterinary treatment to animals as required
  - d. Restrains animals for and during treatment and moves animals to and from cages
  - e. Euthanizes animals when required
  
3. Oversees maintenance of animal care facilities and recordkeeping of animals. Tasks include but are not limited to:
  - a. Develops procedures for maintenance and recordkeeping of animals for approval by Department Head and regularly provides recommendations to keep procedures updated
  - b. Prepares and maintains accurate records of procedures and case files for animals
  - c. Maintains accurate drug/narcotic logs
  - d. Maintains confidentiality of all information
  
4. Serves as subject matter expert for health and welfare of animals in the custody of Dona Ana County. Tasks include but are not limited to:
  - a. Keeps abreast of developments in the field of veterinary medicine
  - b. Obtains and recommends training necessary to keep current on animals cared for
  - c. Assists as requested with public relations and media releases
  - d. Documents all activities regarding care/custody and provides testimony about animals held as evidence in court cases as required

### III. ADDITIONAL DUTIES.

Performs other duties as required to ensure a positive work environment and good public image

### IV. QUALIFICATIONS.

**A. Education.** Graduation from a college or university accredited by the American Veterinary Medical Association with a Doctor of Veterinary Medicine degree.

**B. Experience.** One (1) year experience as a veterinarian working in animal shelter environment with domesticated animals and/or livestock.

**C. Education/Experience substitution.** None

**D. Licenses/Certifications.** Licensed to practice veterinary medicine in the State of NM

#### 1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Professional knowledge of concepts, principles, and practices of veterinary medical science sufficient to: manage and provide veterinary medical/surgical care through regular monitoring of animal and colony health, including recommending and ensuring necessary corrective actions are instituted when disease is found; provide therapeutic medicine, surgery, and coverage of veterinary emergencies as needed; provide preventive medicine programs, including quarantining, conditioning, and isolating animals as necessary, and developing and coordinating section environmental sanitation programs; and develop plans and recommendations for improving animal care practices at the facility. Demonstrated knowledge of contemporary principles of supervision of others. Skills in handling animals, communicating effectively with the public, and establishing effective working relationships with others.

2. FREEDOM TO ACT. The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency. The employee defines objectives, interprets policies and determines their impact on program needs, independently plans, designs, and carries out work, exercises a wide degree of independent professional discretion and judgment and serves as a technical authority. The supervisor reviews work for potential impact on broad agency policies, overall program goals and objectives, or contributions to the field, normally reviews recommendations for new or substantially modified programs or program objectives for their impact on funding, required resources, and in consideration of agency priorities and normally accepts work as technically authoritative without significant change.

3. GUIDELINES AND JUDGMENT. The employee uses generalized operating policies. Precedents and guidelines are often scarce or of limited use for more complex or unusual assignments. The employee uses initiative and judgment to deviate from traditional methods in carrying out assignments and solving problems, research trends and patterns, develop new methods or criteria; and/or propose new policies and practices.

4. PHYSICAL DEMANDS. The work involves some physical exertion to inspect or investigate conditions, products, and facilities of small livestock and poultry. Work may involve prolonged standing and a substantial amount of walking, stooping, bending, and climbing.

5. WORK ENVIRONMENT. The work involves exposure to noisy conditions and contagious diseases of animals, soiled, wet, and smelly areas inside and outside of a building. The work requires special protective clothing and gear such as hard hats, rubber boots, medical long coats, and medical sanitized garments such as gloves, masks, and gowns.

6. **SUPERVISORY RESPONSIBILITY.** Includes planning overall work objectives and establishing priorities; develops, modifies and approves work methods or procedures; have full supervisory authority including recommending hiring, firing, and performance evaluations.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

*Rev: 01/13*