

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 106514
and 106515
Grade 29 and 38**

VETERINARIAN SERIES

DEFINITION OF CLASS:

This is full performance level clinical veterinarian work providing medical treatment services to animals in Animal Services and Adoption Center. This is a 24/7 facility. Employees in this classification are responsible for providing direct and consultative medical care to animals, and for tending to medical needs. This includes medical examination, surgery and overall monitoring of the animals. Contacts are for the purpose of providing medical services and consultation; court and community representatives to provide consultation to discuss animals' medical problems and agree on courses of action, and to plan and coordinate the delivery of veterinary health medical services. Direct animal care services, which are provided on demand and on an on-going basis, require conducting physical examinations and the lengthy, detailed questioning of animal's fosters in order to determine the nature of care required. Other contacts for day-to-day functions are with coworkers, citizens, veterinarians, volunteers, rescue and foster groups, and contractors.

Work is performed under the administrative direction of the Animal Services Division Director. Mastery of and competency in the veterinary field of medicine is required. A Veterinarian is medically responsible for all aspects of his/her animal's medical treatment program. Guidelines are of limited use, and the employee must consider a broad range of medical factors and issues. Decisions regarding what needs to be done require extensive examination and analysis to determine the nature and scope of animals' problems. The work involves isolating and defining unknown conditions and resolving critical problems, and impacts the well-being of substantial numbers of patients. The work is performed in the various animal holding areas and the veterinary hospital inside the Animal Services and Adoption Center. Employees in this class are exposed to hazardous conditions requiring the use of special equipment and/or adherence to special precautions. This requires the ability to work with animals, some of which are ill, aggressive, injured, rabid, or unwieldy. Good 'situational awareness' is required to reduce risk to self. This class involves considerable standing, a good amount of walking, sitting, observing, bending, reaching, and finger manipulation to provide service in various areas, to perform work functions. There is some driving required. There is some lifting of materials or animals typically weighing 20 to 75 pounds; however, some animals may weigh more. Work may involve evening hours, shift and/or weekend work.

EXAMPLES OF DUTIES: (Illustrative Only)

Staff Veterinarian (Grade 29 - Class Code 106514)

- Assure all animals in care receive prompt and proper medical care and continued monitoring for individual health and welfare.
- Manage medical and surgical care with the shortest length of stay in mind yet still in the best interest of the individual animal.
- Perform spay and neuter surgeries on a daily basis in addition to other necessary surgical procedures as necessary.

- Maintain accurate and thorough record-keeping for each individual animal.
- Provide medical expertise and assistance to the Animal Services Division staff on-site, in the field, and in court as assigned.
- Direct the work of the registered veterinary technicians and veterinary assistants as needed to perform daily duties.
- Assist with the development of policies, procedures and protocols which relate to the veterinary needs of animals in care.
- Participate in training of other staff and volunteers.
- Performs other related duties as required.

Chief Veterinarian –Medical Director (Grade 38 - Class Code 106515)

- Manage the day-to-day operations and services of the veterinary department at the Animal Services and Adoption Center, including the overall in care medical program, to include spay neuter program, preventative medical care, emergency care, and all other related medical treatment.
- Assure all animals in care receive prompt and proper medical care including those that are in foster, pre and post adoption as needed, newly admitted animals, and animals that are in care long term.
- Support community outreach programs as appropriate.
- Provide medical expertise and assistance to the animal control officers on-site, in the field, and in court.
- Supervise and direct the work of the subordinate veterinary staff.
- Develop policies, procedures and protocols which relate to the veterinary needs of animals in care as well as assist in the development of other operational policies and procedures of the Animal Services and Adoption Center.
- Maintain excellent working relationship with other Center management staff to assure success of all Animal Services and Adoption center programs.
- Assure proper handling of all drugs and related logs, and all other records at the Center.
- Provide oversight and approval of procurement requests related to the medical department.
- Participate in training of other staff and volunteers.
- Assist with the preparation and submission of the annual budget.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of proper and accepted animal shelter veterinary best practices and procedures.
- Knowledge of animal health and well-being to include herd health and/or management of large populations of animals including dog, cat, small animal, and livestock.
- Knowledge of high volume surgeries best practices and procedures.
- Knowledge of low-stress restraint and handling to assure the least negative behavior impact for all animals while under veterinary care.
- Ability to safely and humanely handle animals of all sizes and temperaments.
- Thorough knowledge of the principles and practices of preventive medicine.
- Thorough knowledge of current developments in the veterinary health field.
- Thorough knowledge of selected pharmaceuticals, their desired effects, side effects, and complications which may arise from their use.
- Thorough knowledge of and ability to enforce applicable laws, regulations, practices, and procedures governing health care and related services.
- Knowledge of the principles and practices of veterinary care administration.
- Knowledge of Police Department directives and MCGEO Collective Bargaining Agreement.

- Ability to plan, organize and implement the medical component of a veterinary health program.
- Ability to effectively interview, to examine, and to assess animal condition.
- Ability to establish and maintain effective and cooperative working relationships with members of the community veterinary care staff, with the staff of private and public agencies, and with individuals concerned with the provision of veterinary care services.
- Ability to communicate clearly and effectively, both orally and in writing in English.
- Ability to attend meetings or perform other assignments at locations outside the office.
- Skill in the use of computers and applicable software applications.
- Ability to provide medical examination, medical care and monitoring of the health and well-being of animals in care as well perform spay and neuter surgeries.
- Ability to maintain accurate and thorough records including medical summaries, necropsy reports, and any treatment data.
- Ability to make recommendations.
- Ability to enter medical data into animal database software.
- Ability to effectively and professionally coordinate and guide the performance of veterinary staff.
- Ability to make effective and timely decisions.
- Ability to demonstrate program management knowledge, knowledge of local, state, and federal regulations for the workplace.
- Ability to develop and maintain effective working relationships with co-workers, volunteers, local veterinary community, and the general public.
- Ability to lift heavy animals typically weighing twenty (20) to seventy-five (75) pounds.

MINIMUM QUALIFICATIONS:

Staff Veterinarian (Grade 29 - Class Code 106514)

Experience: Completion of one (1) year post graduate work.

Education: Graduation from an accredited veterinary school with a degree of Doctor of Veterinary Medicine, or from an accredited university and a Maryland DVM License.

Equivalency: None.

Chief Veterinarian –Medical Director (Grade 38 - Class Code 106515)

Experience: Completion of three (3) years post graduate work.

Education: Graduation from an accredited veterinary school with a degree of Doctor of Veterinary Medicine, or from an accredited university. Also, a Maryland DVM License, a DEA License and the ability to secure proper veterinary hospital license for the Animal Services and Adoption Center.

Equivalency: None.

Certification: None.

LICENSE:

- At time of appointment, possession of a valid license to practice veterinary medicine issued by the Maryland State Medical Examiners; and Federal and State licenses to prescribe drugs, from the Drug Enforcement Agency, respectively.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of twelve (12) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam.

Class Established: January, 2014
January, 2015