



Job Announcement Director of Veterinary Services

The Placer SPCA a well-respected and growing organizations is now seeking a Director of Veterinary Services who will be responsible for the management and oversight of the veterinary department including performing a variety of animal health care duties in the shelter, as needed and perform spay neuter surgeries on designated days for owned animals and ferals in the community. The veterinarian is responsible for the supervision of all veterinary staff, as well as the examination and medical treatment of animals under the care and custody of the PSPCA. Duties to include performing surgeries and other wellness procedures, as well as assuring the highest standards for assessing and monitoring patients before, during and after surgery; other duties may be assigned. **This position must be a practicing veterinarian licensed in the State of California.**

This position is responsible for all essential functions of the job listed in the Director of Veterinary Services job description located on our website.

About the Placer SPCA: Located in Roseville, California the Placer SPCA is an extremely progressive non-profit animal sheltering/animal welfare organization providing quality care to as many as 4,000 animals every year. The Placer SPCA is growing and is currently building a new companion animal center

Please send resumes and completed job application (downloaded from our website) to:

CEO
Placer SPCA
150 Corporation Yard Road
Roseville, CA 95678

or email ceo@placerspca.org or fax 916-782-8655.

PLEASE: No phone calls or drop-by visits. Email or fax only. Thank you.

Job Description – Placer SPCA

JOB TITLE:	Director of Veterinary Services
DEPARTMENT:	Veterinary Department
ACCOUNTABILITY:	CEO
FUNCTION:	Under the direction of the CEO, the director will be responsible for the management and oversight of the veterinary department including performing a variety of animal health care duties in the shelter, as needed and perform spay neuter surgeries on designated days for owned animals and ferals in the community. The veterinarian is responsible for the supervision of all veterinary staff, as well as the examination and medical treatment of animals under the care and custody of the PSPCA. Duties to include performing surgeries and other wellness procedures, as well as assuring the highest standards for assessing and monitoring patients before, during and after surgery; other duties may be assigned. This position must be a practicing veterinarian licensed in the State of California.

DUTIES & RESPONSIBILITIES:

1. Observes and complies with all applicable Federal, State and County laws, regulations and ordinances, including OSHA requirements.*
2. Promotes and maintains the humane care and treatment of animals at all times while assuring the safety and health of animals at the clinic and in the shelter.*
3. Works cooperatively and respectfully with clients, volunteers and shelter staff. Assists with maintaining a full schedule of patients for medical procedures.*
4. Provides lead direction to staff responsible for following prescribed treatment and maintaining treatment records for animals brought to the shelter.*
5. Attends staff meetings and trainings when required, and advises and assists with training of staff, volunteers and clients regarding veterinary issues of potential concern.*
6. Supervises all veterinary staff and makes recommendations for hiring, firing, disciplinary actions, orientation, training, and performance appraisals.*
7. Responsible for the management and oversight of veterinary department including medical examination, and surgeries and monitoring of the health and welfare of animals in the care of the Clinic and the PSPCA.*
8. Performs surgical procedures including sterilization of dogs, cats and rabbits, including pediatric and high volume community spay/neuter.*
9. Oversight and perform as needed, daily activities of the veterinary hospital and Spay/Neuter Clinic, including phlebotomy and processing of diagnostic work; oversee monitoring of animals from induction of anesthesia until full recovery has been achieved, and assessing patient readiness surgery and discharge and discharging patients.*
10. Participates in evening vaccination clinics open to the public on a monthly basis.*
11. When necessary, treats injured and ill animals in the shelter and monitors the health of the animals in the shelter, practicing veterinary medicine from a shelter medicine perspective, in accordance with PSPCA policies related to health and adoptability.*
12. Keeps abreast of developments in the field of veterinary medicine, particularly aspects of special concern to shelters, including disease prevention and overpopulation control measures like early spay/neuter, and their implications for shelter operations and programs. Obtains information and training necessary to spay, neuter, and treat, as needed, all species of animals cared for in the shelter.*
13. Be willing if necessary to restrain animals for and during treatment and move animals from and to cages when treatment is required.*

14. Oversees the maintenance of a level of safety, cleanliness and sanitation necessary for the function of the clinic, prep room and recovery area; report equipment, structural or operational problems or deficiencies that may affect the care of animals or the operation of the clinic or medical areas.*
15. Prepares and maintains accurate records of procedures and patients treated. Performs data entry for medical records. Maintains confidentiality of client, patient and donor information. Maintains statistics pertaining to the Clinic. Maintains accurate drug/narcotic logs.*
16. May assist with or perform euthanasia when required, according to shelter procedures.*
17. As directed, may act as liaison to the veterinary community on behalf of the Placer SPCA. As directed, may represent the Placer SPCA to the media, assist with public relations, fundraising and volunteer and education programs as needed. Performs other duties as required to insure a positive work environment and public image.*
18. May be called upon to examine animals and prepare reports to be used as evidence in cases of animal abuse.*
19. Assists the PSPCA management team in the creation and development of written policy and procedure manuals related to medical care and animal health.*

*= Essential Functions of the Job

Qualifications:

1. Must hold a doctorate in veterinary medicine from an accredited university or school of veterinary medicine.
2. Must have or be able to immediately obtain a valid California State License to practice veterinary medicine. Must currently have or be able to obtain a DEA License to purchase controlled drugs. Veterinarian shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, County of Placer and all other appropriate governmental agencies, including any certification and credentials required by the county.
3. Experience working in an environment with companion animals and a basic understanding of the needs and behavior of domestic cats and dogs. Experience handling individual animals in a caring, safe and humane manner.
4. Experience working in a managing role in a shelter veterinary or similar environment.
5. Must be able to work maturely and respectfully with diverse groups of people and maintain high quality customer/public relations. Must possess excellent interpersonal, organizational, written and verbal communication skills. At least two years' experience supervising and managing people and ability to provide a positive working environment built on team concepts.
6. Must be able to work cooperatively with people and to communicate clearly about PSPCA's mission, the care and treatment of animals, and the safety of the public and other employees. Must be able to represent PSPCA professionally at all times.
7. Must be organized and flexible, and able to balance concurrent projects and adjust to rapid, changing needs and work calmly under stressful conditions.
8. Must be computer literate and possess basic computer skills.
9. Must have or be able to obtain a valid California Driver's License and maintain a good driving record.

Physical/Mental Requirements:

1. Ability to lift 50lbs.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
3. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel or crouch.
4. Ability to work in an environment where the noise level may be moderate to loud.

Working Conditions:

1. Variable schedule averaging five days per week, with intermittent weekends and/or evening work.
2. Compliance with current PSPCA Employee Policy Manual.
3. Frequent contact with the public in a fast-paced and changing work environment that, at times, may be stressful or emotionally charged.
4. Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases.
5. Exposure to fumes or airborne particles and toxic or caustic chemicals.
6. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel or crouch.

THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION AS NECESSARY, OR AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Date: _____