

## Champaign County Job Description

**Job Title:** Deputy Administrator (Veterinarian)

**Department:** Animal Control

**Reports to:** Animal Control Director

**FLSA Status:** Exempt

**Grade Range:** H\*

**Prepared Date:** August, 2009

**SUMMARY** Provides professional medical veterinarian services within the County's Animal Management program. The principal function of an employee in this class is to ensure the humane treatment of animals while ensuring public safety regarding animal management issues. The work is performed under the direct supervision of the Animal Control Director but extensive leeway is granted for the exercise of independent judgement and initiative.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Trains and coordinates the work of Animal Care personnel in the operation and maintenance of the County's Impoundment Facility.

Develops policies and procedures used in the care, security, prognosis and euthanasia of captured and unclaimed animals.

Sets guidelines for adoption procedures.

Examines all animals brought into the County's Impoundment Facility to check for disease, injuries or related conditions which may prove unsafe for the animal, Animal Control personnel or the public; provides medical treatment as necessary.

Performs spay and neuter surgeries for adoptable animals.

Performs low-cost spay and neuter surgeries for community animals.

Makes a routine health status examination on all animals in the facility.

Euthanizes animals deemed unadoptable or dangerous to population.

Reviews animal bite reports, prepares rabies samples and notifies victims.

Promotes the need for pet identification and control within the community.

Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Performs other directly related duties consistent with the role and function of the classification.

Orders and maintains control of restricted drugs.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Graduation from an accredited College or University with a Doctoral Degree of Veterinary Medicine and State Veterinary License.

**LANGUAGE SKILLS** Ability to read and comprehend simple and complex instructions, correspondence, and memos. Ability to provide detailed correspondence. Ability to effectively present information in one-on-one situations and in demonstrating good public relation skills.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Veterinary License and appropriate federal drug license(s) required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions; and is exposed to potentially volatile situations which can present risk of violence or injury. The noise level in the work environment is usually quiet to moderate.