



Animal Health Supervisor

SUMMARY

Under general supervision, the Animal Health Supervisor provides paraprofessional veterinary medical care and treatment to animals. Oversees the activities of assigned shelter staff to ensure the proper care of animals.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Animal Services. Exercises direct and general supervision over animal services and other assigned personnel.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provides care and treatment to animals, including triage, collecting specimens, evaluating the overall health of animals, and administering medications, first aid, and vaccinations; implants microchips and completes appropriate applications and certifications.
- Documents, logs, and enters into a database physical finding, laboratory test results, medications, vaccinations, and other treatments.
- Provides care to impounded animals by providing food, water, and comfort; observes animal behavior and health; assesses and determines disposition of impounded animals.
- Consults with supervisor regarding medicines, dosages, and treatment protocols; completes appropriate forms for further treatment.
- Performs euthanasia on animals and documents use of controlled substances; meets with citizens requesting euthanasia; assesses animal's medical history; records euthanasia in treatment log and databases.
- Assists in screening calls and visitors; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public.
- Maintains, orders, and controls inventories of medical drugs and supplies, including controlled substances as required by Federal, State, and local laws, rules, and guidelines.
- Cleans examination areas; ensures cleanliness, sanitation, and safety of shelter facilities.
- Provides information to potential adopters and the public regarding proper animal care and vaccination.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Associate's degree in Veterinary Medicine AND five (5) years of experience caring for animals in an animal shelter or hospital setting; OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Must be a Registered Veterinary Technician at the time of hire.
- Must possess Euthanasia certification or obtain certification within twelve (12) months of hire.

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Animal care, temperament, husbandry, and behaviors.
- Supervisory principles and practices.
- Records maintenance policies and procedures.
- Social media management.
- Customer service principles, practices, and etiquette.
- Methods of handling and caring for a variety of wild and domestic animals in various conditions
- Professional networking methods and practices.

Skill in:

- Providing appropriate medical evaluation, analysis, and treatment of animals.
- Operating a computer to include standard software and some specialized software.
- Identifying and caring for a variety of domestic and wild animal breeds.
- Interacting tactfully with the public and other organizations.
- Preparing and clear and concise reports.
- Maintaining accurate records, logs, filing systems, and technical documents.
- Typing and entering data with speed and accuracy.
- Establishing and maintaining effective working relationships.
- Communicating clearly both verbally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed at animal shelters and care facilities and requires exposure to hot and cold temperatures, hazardous chemicals, potential physical harm from aggressive animals, and infectious diseases. May be required to climb ladders and lift and move objects weighing up to 50 pounds.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*