

PURPOSE OF THE CLASSIFICATION: Under general direction, maintains the Tulsa Animal Welfare's (TAW) veterinary clinic providing guidance on appropriate veterinary care to ensure the health and well-being of the animals housed at Tulsa Animal Welfare; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs sterilization surgeries on animals in the care of TAW and administers post-surgery care
- Triage and treats ill and injured animals brought to the shelter and monitors the day-to-day health of all shelter animals, providing quality care, using established veterinary standards of care and in accordance with applicable local, state, and federal laws and policies and procedures
- Ensures the safety, effectiveness, and efficiency of all medical procedures from intake to discharge
- Provides guidance to TAW management on standard of care and veterinary knowledge, and provides guidance for preventative medicine and behavior modification on animals taken into TAW
- Prepares statistical and operational information for the administration and applicable authorities, boards, and commissions, as needed
- Determines euthanasia needs, including if medically necessary, and ensures the humane and safe euthanasia of animals
- Performs veterinary medical and surgical procedures medical expertise and support
- Performs animal cruelty evaluations, ensuring accurate documentation for court proceedings, and, if needed, providing testimony
- Ensure protocols are followed for rabies quarantines, including observation for clinical signs of the disease and accurate reporting to the required agencies
- Maintains medical record and drug use logs to standards of veterinary and sheltering practices
- Creates an environment that encourages communication and collaboration among all staff and volunteer positions and a culture that is service-orientated, relationship-based, and customer centered
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited school of veterinary medicine; **and**,
- (b) Five (5) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Applicable local, state, and federal laws and regulations regarding animals and narcotics
- Canine and feline herd health
- Common illnesses and injuries in companion animals
- How to diagnose illnesses
- Animal behavior
- The Association of Animal Shelter Veterinarians (ASV) guidelines and recommendations

Ability to:

- Provide compassionate care to injured or frightened animals
- Perform high volume spay and neuters
- Perform other soft tissue and orthopedic surgeries
- Communicate complex material in such a way as to gain understanding across a diverse range of listeners
- Rapidly adjust to a high pressure, quickly changing environment

- Humanely and compassionately educate customers about diseases, treatments, or other medical issues
- Educate staff and customers regarding health and wellness through advising about sanitation measures, feeding, and general care
- Record and document actions and forms, reports, animal records, and applicable documents for public health official reporting
- Ensure compliance with best practice veterinary procedures, ethics, policies and relevant statutes
- Adhere to and support City policies and procedures
- Establish and carry out quarantine or testing procedures to combat the spread of disease according to established government regulations
- Establish medical protocols for TAW and educate staff on compliance
- Make recommendations to management on best practices and processes

Skill in:

- Communicating professionally and courteously with staff, management, and customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use surgical and laboratory instrumentation, keyboard and telephone; frequent lifting and carrying up to 50 pounds and occasionally exerting force up to 100 pounds; frequent pushing and pulling up to 20 pounds; may be subject to extended periods of walking and standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks. Must be able to handle emotionally difficult casework and situations.

Licenses and Certificates:

- a) Possession of a valid class “D” Oklahoma Driver license; **and**,
- b) Possession of a Doctorate in Veterinary Medicine; **and**,
- c) Be licensed to practice veterinary medicine in the state of Oklahoma; **and**,
- d) Obtain and retain in good standing required licensing with the Drug Enforcement Agency (DEA); **and**,
- e) Federal Accreditation through USDA-APHIS (United States Department of Agriculture – Animal and Plant Health Inspection Services) within twelve (12) months of date of hire.; **and**,
- f) Obtain and retain the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) within six (6) months of date of hire.

WORKING ENVIRONMENT: Working environment may be either indoors or outdoors and in inclement weather. May be exposed to aggressive animals, blood, feces, narcotics, loud noises, strong smells, and disruptive environments.

EEO Code: E-02

Group: Cultural, Legal and Sciences

Series: Medical