



VBPD Veterinarian #05226

City of Virginia Beach – Job Description

Date of Last Revision: November 5, 2025

FLSA Status: Exempt

Pay Plan: Defined

Grade: N/A

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Serve as one of two veterinarians accountable for daily operations of the Virginia Beach Animal Care and Adoption Center Veterinary Clinic. The clinic's core function is to provide diagnostic and preventative care services for the health and well-being of the Virginia Beach Animal Care and Adoption Center's resident animals; ensuring sound health practices are maintained, vaccine protocols followed, humane euthanasia practices employed and controlled substances secured and recorded as required by law. As a City Manager appointee, this position serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75.

Representative Work Functions and Responsibilities

- Collaborate under the direction of the Animal Welfare Administrator who coordinates the Animal Services Bureau's operations and programs.
- Screen and/or examine the shelter's resident animals, including animals assigned to quarantine, providing appropriate medical treatments/prescriptions as required or making referrals to local veterinary clinics and specialists for more extensive treatment, when necessary.
- Participate in community programs such as public rabies/microchip clinics.
- Oversee the care and medical management of Police, Sheriff and Fire's active canines.
- Inspect animal care facilities for proper sanitation and report problems/concerns.
- Oversee the disease control, sanitation, and medical management protocols to ensure best practices are consistently followed in accordance with state Veterinarian requirements.
- Make recommendations on dispositions of animals based on medical conditions impacting quality of life or inability to medically manage.
- Administer or supervise/authorize drug administration.
- Train and provide certifications to Animal Service Bureau employees to perform humane euthanasia in accordance with Virginia Department of Agriculture Directive 79-1.
- Develop vaccine protocols.
- Administer inoculations and train/authorize Animal Services Bureau staff to administer communicable disease inoculations such as Bordetella, Distemper/Parvo, deworming, and topical flea/heartworm preventions.
- Administer rabies vaccinations, blood tests, collect and run laboratory samples, etc., or directly supervise as licensed Veterinary Technicians carry out the procedures.
- Perform sterilization and post-operative services as well as other surgical procedures essential for life-saving efforts of the Animal Care and Adoption Center's animals with the Animal Services Bureau.
- Serve as the Animal Services Bureau's veterinarian of record to maintain a controlled substance registration.
- Provide training to staff on topics related to health management (eg. vaccinations, restraint procedures, signs/symptoms of illness/injury, etc.).
- Provide consultation on cruelty and inadequate care cases, to include testifying in court as an expert witness when required.
- Ensure compliance with local, state, and federal laws and regulations relating to animal care, transport, treatment and the handling of controlled substances.
- Perform administrative tasks and recordkeeping required by the DEA, State Veterinarian and the Board of Veterinary Medicine.

- Work with staff to maintain proper animal health records.
- Constantly strive to further the mission of the shelter and avidly support the organization through participation in special events and fundraisers.
- Participate in meetings with the citizen advisory committee and other community groups.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Ensure compliance with all appropriate City, state and federal laws and regulations, as well as all applicable permits.
- Collaborate with staff in the development and implementation of industry best practices in shelter/clinical health protocols, including vaccination and parasitic controls.
- Promote collaborative relationships with local shelter and clinical communities and other veterinary professionals, other City staff members, citizens and visitors; effectively supervise subordinate employees; and proactively communicate changes in law and/or procedure to all staff.

Minimum Qualifications

- Doctor of Veterinary Medicine (DVM or VMD) from an accredited college of veterinary medicine.
- Successful completion of a national veterinary medicine exam, and current licensure as a veterinarian within the Commonwealth of Virginia. Must maintain veterinarian licensure, and all continuing education requirements for the duration of employment in this position.
- Must have a current and valid driver's license.

Preferred Qualifications

- Professional veterinarian experience as a licensed vet with a residency in a shelter strongly preferred.
- Personally maintain a Drug Enforcement Administration (DEA) Certificate.
- Experience in pediatric animal medicine and surgery is highly desirable.
- Experience in exotic and livestock animals is highly desirable.
- Experience with performing necropsies and being a subject matter witness on animal welfare legal cases of inadequate care and/or cruelty.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.
- Successful completion of a thorough police background investigation, including polygraph examination.
- This is a safety sensitive position and is subject to mandatory drug testing and annual exams. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- Successful completion of a pre-employment physical.
- Upon hire, the selected candidate will be required to receive rabies pre-exposure vaccination provided by the City of Virginia Beach Occupational Safety and Health Services.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.