



Veterinarian – Animal Control #02971

City of Virginia Beach – Job Description

Date of Last Revision: 07-01-2023

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 20

City of Virginia Beach Organizational Mission & 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

Provide diagnostic and preventative veterinary care services to animals housed at the shelter as well as dogs assigned to the police canine unit and (if credentials support) horses assigned to the police mounted unit; act as the supervising veterinarian in terms of ensuring sound herd health practices are maintained, vaccine protocol followed, humane euthanasia practices employed and controlled substances secured and recorded as required by law. Directly supervise veterinary staff.

Representative Work Functions and Responsibilities

Shelter Herd Health Management

Screen and/or examine all animals housed at the shelter, including animals assigned to quarantine, providing appropriate medical treatments/prescriptions as required or making referral to full-service local veterinary clinics for more extensive treatment, when necessary.

Inspect the shelter for proper sanitation and report problems/concerns. Provide recommendations for shelter cleaning protocols as necessary to ensure best practices are consistently followed.

Euthanasia Practices

Hold euthanasia certificate for the shelter and also the animal enforcement unit in accordance with Virginia Department of Agriculture Directive 79-1. Recommend animals for humane euthanasia based on medical condition and in the interest of herd health management practices. Maintain DEA certificate for controlled substances required for humane euthanasia.

Vaccine Protocol

Administer inoculations and/or authorize and train shelter staff to administer inoculations such as Strongid, Bordatella, DA2PPV, flea treatment, FELV/FIV, heartworm test, FELEUK test/FIV test, rabies, etc.

Other Veterinary Services

Provide sterilization and post-operative care services to shelter animals designated as the property of the Animal Care and Adoption Center and also identified as being adoptable.

Provide wellness exams, treat for minor ailments, provide vaccinations and maintain veterinary records for the Police Canine Unit dogs.

Provide basic equine husbandry for a stable of up to 14 horses assigned to the Police Mounted Unit and housed at a separate facility. Basic equine husbandry includes wellness exams, vaccinations, annual

Veterinarian – Animal Control #02971

Coggins, minor wound care, and dietary management. Consultation with an equine specialist will be available.

Other Services:

Perform administrative tasks and recordkeeping required by the USDA and the Board of Veterinary Medicine.

Act as a “disinterested party” in accordance with State Code 3.2-6546 for decisionmaking required for animals exhibiting behavior that poses a risk of physical injury to any person confining the animal.

Provide consultation on cruelty and inadequate care cases, to include testifying in court as an expert witness when required.

Supervise the veterinary technician employee; direct daily assignments, provide performance feedback and coaching, administer discipline, approve leave requests, etc.

Provide training to shelter and animal enforcement unit staff on topics related to herd health management (e.g. vaccination, restraint procedures, signs/symptoms of illness/injury, body scoring, etc.).

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; collaborate with the shelter manager in the development and implementation of industry best practices in shelter medicine and herd health protocols, including vaccination and parasitic controls; develop, instruct and document staff training; promote collaborative relationships with community groups, other veterinary professionals, shelter staff, other City staff members, citizens and other customers; 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 licensure as a veterinarian within the Commonwealth of Virginia.

Some professional clinical experience.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Preferred Qualifications

Professional veterinarian experience in a clinic or animal shelter and continuing education in shelter medicine are preferred. Experience in shelter medicine and pediatric surgery is highly desirable.

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 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.

Veterinarian – Animal Control #02971

This position may require that incumbents to 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.

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.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of city ordinances and federal and state laws pertaining to the care, control and handling of a variety of animals.
2. Knowledge of the principles of herd health management related to an animal shelter setting.
3. Knowledge of basic animal husbandry and behavior principles.
4. Knowledge of herd health management, veterinary care and protocols.
5. Knowledge of city and departmental core values, mission and operating policies and procedures.
6. Knowledge of motivational techniques, leadership practices and the principles of human behavior.
7. Knowledge of medical conditions and behavioral characteristics to determine if euthanasia is necessary.
8. Knowledge of protocols established by the Association of Shelter Veterinarians related to Standards of Care in Animal Shelters.

B. Skills

1. Skill in the diagnoses of animal injury/illness.
2. Skill in effective communication both orally and in writing to diverse audiences.
3. Skill in using logic and reasoning in the application of animal treatment plans in conjunction with operational mission, fiscal limitations and community expectations.
4. Skill in identifying complex problems and reviewing related information to develop, evaluate and implement solution options.
5. Skill in monitoring, assessing and recognizing performance of subordinate(s) and identifying/using appropriate tools for corrective action.

C. Abilities

1. Ability to deal effectively with people in a wide variety of situations and circumstances.
2. Ability to train and supervise the work of staff.
3. Ability to foster team effectiveness and accomplishment of shared goals to maximize health of shelter animals.
4. Ability to build collaborative relationships with shelter staff, area animal advocacy, veterinary clinics, animal rescue groups and others
5. Ability to make recommendations for change and revision to processes that affect animal health/herd health management.
6. Ability to identify and resolve conflict through taking a facilitative approach, modeling positive behaviors, holding others accountable for their behavior and approaching problems as learning opportunities
7. Ability to utilize computer software for animal tracking and medical requirements/recording

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.

Veterinarian – Animal Control #02971

8. Ability to communicate effectively using verbal communication in varying situations, including general directions, instructions and information to the public and compelling presentations.
9. Ability to communicate effectively using written communications, including memos, correspondence, reports and forms.

Working Conditions

The below stated 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.

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.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 100 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of scientific, medical, engineering, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

May risk exposure to extreme heat or cold, wet or humid conditions, toxic and caustic chemicals, or animals/wildlife to include exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, and Lyme disease.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.

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.