



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

**JOB DESCRIPTION**  
**VETERINARIAN**  
(ANIMAL SERVICES DIVISION)  
PARKS, RECREATION, AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position provides diagnostic and preventive care to animals housed at the Peninsula Regional Animal Shelter, and directs the operation of the shelter's veterinary clinic and comprehensive medical care program. Reports to the Director of Parks, Recreation and Tourism.

### **ESSENTIAL JOB FUNCTIONS**

Manages the veterinary operations including laboratory and operating functions in compliance with all federal, state and local regulations. Performs wellness evaluations and screenings upon animal admissions; oversees the collection and analysis of lab specimens; reviews radiography and other testing as necessary. Prepares, dispenses and administers medications and required vaccinations to animals; performs surgery and treatment of animals as necessary. Performs euthanasia in accordance with applicable federal, state and local regulations.

Responsible for the inventory and security of all medical supplies, medications, controlled substances, laboratory and medical equipment. Ensures compliance with applicable laws established by the Virginia Board of Veterinary Medicine, Virginia Department of Agriculture and the US Drug Enforcement Administration

Responsible for the effective supervision and administration of project staff including prioritizing and assigning work, performance management, employee relations, and related activities. Responsible for budget preparation and monitoring, purchasing and financial transactions and related activities.

Ensures the proper preparation and maintenance of a variety of medical files, records and statistics related to animal vaccinations, spaying and neutering, euthanasia, treatment and incident reports. Maintains records related to animal examinations, surgical procedures, and necropsies in accordance with applicable regulations. Works with shelter staff to develop standardized medical policies and procedures for the animal shelter. Provides training and education to staff as needed.

Provides consultation and guidance to staff and citizens related to individual animal diets, feedings, grooming, and animal behavior. Makes referrals to full-service local veterinary clinics for more extensive treatment, when necessary. Responsible for reviewing shelter cleaning protocols and inspecting the shelter for proper sanitation and cleanliness; makes recommendations for improvement when necessary.

May be required to provide and render a medical opinion and legal testimony.

Performs other duties as assigned.

## PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Animal Shelters - Knowledge of federal, state and local laws, codes, ordinances, policies and procedures relevant to the care, control and handling of a variety of animals. Knowledge of basic animal care, remedial care, euthanasia, and animal behavior. Knowledge of the proper use, secure storage and disposal of lethal chemicals, surgical tools and related equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to effective animal care, maintaining sanitary conditions and overall health of shelter animals, and other work related precautions.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

## REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.
- Judgment/Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Anticipates, identifies and evaluates potentially dangerous, unusual or deviating situations. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

## REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and procedures. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.
- Mathematics - Ability to perform general math calculations such as addition, subtraction, multiplication and division. Ability to procure, calculate and administer medications.

## **EDUCATION AND EXPERIENCE**

Requires a Doctor of Veterinary Medicine (DVM or VMD) from an accredited college of veterinary medicine with a current Veterinary License issued from the Virginia Department of Health Professionals Board of Veterinary Medicine. Some professional clinical experience preferred, with emphasis in animal shelter medicine.

## **ADDITIONAL REQUIREMENTS**

Acceptable general background check to include a local and state criminal history check, sex offender registry check and a valid driver's license with an acceptable driving record.

Requires satisfactory results from a medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing stepstools, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects, animals and materials (20 - 50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature and noise extremes, hazardous materials, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites, disease, pathogenic substances, or rude/irate customers.