

# Champaign County Job Description

**Job Title:** Deputy Administrator (Veterinarian)

**Department:** Animal Control

**Reports To:** Animal Control Director

**FLSA Status:** Exempt

**Employment Status:** Non-Bargaining

**Pay Grade:** H\*

**Prepared Date:** August 2009

## Summary

Provides professional medical veterinarian services within the County's Animal Control Management program. The principal function of an employee in this class is to ensure the humane treatments of animals when ensuring public safety regarding animal management issues. The work is performed under the direct supervision of the Animal Control Director but extensive leeway is granted for the exercise of independent judgement and initiative.

## Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Trains and coordinates the work of Animal Care personnel in the operation and maintenance of the County's Impoundment Facility.
- Develops policies and procedures used in the care, security, prognosis, and euthanasia of captured and unclaimed animals.
- Set guidelines for adoption procedures.
- Examines all animals brought into the County's Impoundment Facility to check for disease, injuries, or related conditions which may prove unsafe for the animal, Animal Control personnel, or the public and provides medical treatment as necessary.
- Performs low-cost spay and neuter surgeries for adoptable animals.
- Makes a routine health status examination on all animals in the facility.
- Euthanizes animals deemed unadoptable or dangerous to the population.
- Reviews animal bite reports, prepares rabies samples, and notifies victims.
- Promotes the need for pet identification and control within the community.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved way of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.
- Orders and maintains control of restricted drugs.

## Supervisory Responsibilities

This job does not exercise any supervisory responsibilities.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Education and Experience

- Graduation from an accredited College or University with a Doctoral Degree in Veterinary Medicine.
- State Veterinary License.

### Language Skills

- Ability to read and comprehend simple and complex correspondence and memos.
- Ability to provide detailed correspondence.
- Ability to effectively present information in one-on-one situations and in demonstrating good public relations skills.

### Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

## Reasoning Ability

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

## Certificates, Licenses, Registrations

- Valid Illinois Veterinary License.
- Appropriate federal drug license(s) required.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to:

- Stand.
- Walk.
- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Sit.
- Climb or balance.
- Stoop, kneel, or crouch.
- Crawl.
- Lift and/or move up to one hundred (100) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Peripheral vision.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

The noise level in the work environment is usually quiet to moderate.

While performing the duties of this job, the employee is regularly exposed to:

- Outside weather conditions.
- Potentially volatile situations which can present risk of violence or injury.

## Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.