

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Veterinarian	<b><u>CLASS NUMBER:</u></b> 20023	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Animal Care & Control	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N21	<b><u>POSITION CONTROL #:</u></b>
<b><u>POSITION LOCATION:</u></b> 4340 Tamarack Blvd., Columbus, Ohio 43224	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Director
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Shelter Veterinarian classification is to direct veterinary services for County shelter.

**JOB DUTIES:**

Administer, develop, oversee, and implement the Franklin County Animal Shelter’s preventative animal care program (e.g., vaccination, nutrition, de-worming, stress reduction, medical diagnoses, treatments, examinations, spay/neuter and trauma repair surgeries, etc.). (e.g., vaccination, nutrition, de-worming, stress reduction, spay/neuter and trauma repair surgeries, etc.). Perform examinations/evaluations, medical diagnoses, and treatment of animal illnesses and injuries. Spend up to 50% of job time with spay/neuter and trauma repair surgeries. Assist and coordinate with the Animal Care Manager to provide supervision and direction to the medical staff, to include veterinary technicians and veterinary assistants.

Oversee and monitor medical evaluations to ensure all laws pertaining to the practice of veterinary medicine are followed at the Shelter, including the Ohio Revised Code 4741.0 and 955.16 and proper DEA licensing. Oversee contracts with veterinary surgeons and relief veterinarians and maintain close contact with the local veterinary community, including the Ohio State University of Veterinary Medicine and Shelter Medicine colleagues nationally. Recommend policies and procedures pertaining to dog adoption, spaying and neutering, and other related Shelter community programs. May respond to inquiries related to diagnoses and treatment of animal illness and injuries.

Order medical supplies and equipment. Maintain Shelter’s medical files, drug logs, documentation, and records. Provide written reports as requested. Oversee the Shelter’s safety efforts as they relate to veterinary drugs, cleaning and disinfecting agents, chemical restraining and handling of animals. Attend various meetings, conferences, trainings, and workshops. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; agency policy & procedures; government structure & process; natural sciences; Ability to define problems, collect data, established facts & draw valid conclusions; prepare meaningful, concise & accurate reports; demonstrate dexterity to use hands skillfully.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Doctorate in Veterinary Science with one year of veterinary or related experience.

**Additional Requirements**

License to practice veterinary medicine is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer or promotion of other employees.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date