

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

<b><u>CLASSIFICATION TITLE:</u></b> Veterinary Technician Supervisor	<b><u>CLASS NUMBER:</u></b> 20021.2	<b><u>FLSA:</u></b> Non-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> N13	<b><u>POSITION CONTROL #:</u></b> 070014
<b><u>POSITION LOCATION:</u></b> 4340 Tamarack Blvd., Columbus, Ohio 43224	<b><u>TYPICAL WORK SCHEDULE:</u></b> Shifts Vary	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (70002)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Veterinary Technicians (70012, 70013, 70039) and Veterinary Assistant (70028)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Registered Veterinary Technician (RVT) Supervisor classification is to oversee, supervise, and assist with the overall operations of the veterinary medical team consisting of technicians and assistant(s) to ensure and improve the health and well-being of animals in the shelter; perform all duties of a registered veterinary technician.

**JOB DUTIES:**

Direct, supervise, and provide leadership to veterinary technicians and assigned staff. Assist in development and implementation of operational policies and procedures. Train staff, delegate work duties to assigned employees, compose employee performance evaluations, approve/disapprove employee time records and requests. Assess and evaluate animals and participate in performing clinical processes, including humane euthanasia per agency's established procedures. Answer inquiries regarding medical or behavioral problems. Schedule appointments for the animals and prepare clinic processing room for daily activities. Retrieve, document and update all animal electronic records and medical histories.

Per ORC 4741.01 (G), oversee and monitor the assignments of veterinary technicians and assistant(s). Report discrepancies, violations and general issues and/or violations to the assistant director. Ability to prepare surgery area for animals and verify appropriate information. Prepare and administer medications and animals for surgical procedures. Monitor the vital signs of animals and maintain surgical drug logs. Prepare post-operative surgical instructions and medications and perform follow-ups calls. Responsible for tracking, ordering, and maintaining drugs and medical supplies. Inventory management also required. Review and maintain controlled drug logs. Shall participate in adoption promotional events, coordinate vaccine clinics with contracted medical staff and/or shelter team and provide the public with animal health information and educational resources, as needed. 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 work force planning; safety practices; employee training and development; supervision; office practices and procedures; counseling; interviewing. Skills in laboratory equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; maintain accurate records; handle sensitive inquiries.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Associates degree in Veterinarian Technology with three (3) years of veterinary medical experience; two (2) years of supervisory experience; or any equivalent combination of training and experience.

**Additional Requirements**

Registration as a Veterinary Technician is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the schedules of assigned employees, to provide instruction to assigned employees, to maintain department standards, to recommend the discipline or discharge of assigned employees, to act on employee problems, and to recommend the transfer or promotion of employees. Provide assigned employees with continuing education opportunities. Track and maintain records of RVT certifications. Participate in full scope of hiring process.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. Work setting can be noisy and smell unpleasant at

times. Exposure to bites, scratches and animal wastes. Possible exposure to zoonotic diseases. This position requires you to work some evenings, weekends, on call and holiday shifts.

**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