

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

<u>CLASSIFICATION TITLE:</u> Veterinary Technician Supervisor Working Title: Veterinary Operations Supervisor	<u>CLASS NUMBER:</u> 20021.2	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 070014
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts Vary	<u>SUPERVISOR (PCN):</u> Assistant Director (70002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> 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. Train, coach and provide feedback to staff, schedule and delegate work duties to assigned employees, compose employee performance evaluations, approve/disapprove employee time records and requests. Manage daily clinic workflows (patient flow, appointment scheduling, intake volume). Assist in development, implementation and compliance of operational policies and procedures. Ensure adherence to state and federal regulatory and safety guidelines, audit and maintain controlled drug logs. Maintain quality control and compliance for inspections, make sure documentation is accurate. Responsible for ordering, tracking, and maintaining drug and medical supplies. Track and manage inventory usage to ensure the clinic is regularly and thoroughly stocked. Assist with addressing and resolving escalated client issues (complaints, service problems, or policy clarifications). Conduct quarterly and annual inventory reports.

Collaborate with agency leadership team to implement operational improvements. Coordinate patient records request with emergency veterinary medical contractor, conduct routine meetings with contracted shelter veterinary medical vendor, maintain rabies testing process with city and county public health departments. Shall participate in adoption promotional events, coordinate vaccine clinics with contracted medical staff and/or shelter team and provide or develop material for the public with animal health information and educational resources, as needed.

Per ORC 4741.01 (G), oversee and monitor the assignments of veterinary technicians and assistant(s). Report discrepancies, violations and general issues to the assistant director. 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. 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. 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; shelter medicine; 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:

Any equivalent combination of relevant training and experience including but not limited to: Associate degree in Veterinarian Technology with three (3) years of veterinary medical experience; two (2) years of supervisory experience; one (1) year animal shelter 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