

Job Title: Veterinary Services Manager

Regular Full Time

Range Minimum: \$1654/biweekly

Exempt Position

Opening Date: July 9, 2009

Closing Date: July 24, 2009

(Open until filled)

PRIMARY RESPONSIBILITIES:

- Develops, implements and monitors programs that improve the standard of animal and veterinary care, and promote good public relations.
- Directs, evaluates and counsels veterinarians, technicians and various support staff and volunteers in the performance of their respective responsibilities.
- Ensures standards of medical treatment within the Quebec and Extended Care facilities are adhered to and treatments are consistent with protocol and PACFA regulations.
- Prepares, administers and reconciles the annual budget for the Veterinary Services Department.
- Maintains accurate and accessible inventory of drugs and supplies, administers want lists and purchases materials and needed equipment from approved vendors.
- Assures overall quality people care is provided to patrons, visitors, employees and volunteers of the Veterinary Services Department and the League.
- Performs euthanasia on a rotating basis.

EDUCATION/EXPERIENCE REQUIREMENTS:

- B.S. in management or biological science or associates degree in Veterinary Technology.
- Minimum two years management experience, preferably in a veterinary practice or animal welfare environment.
- Demonstrated organizational, analysis and planning skills.
- Excellent interpersonal and written/verbal communication skills.
- General knowledge of euthanasia by injection standards and ability to be certified to perform euthanasia by the DFL within 6 months.
- Proficient in MS Office programs. Chameleon database experience preferred.

WORKING CONDITIONS:

Works in an area with a high noise level. Frequent exposure to and/or handling of industrial cleaning supplies, animals and controlled substances. Occasional lifting up to 75 lb. with reasonable accommodations. Frequent walking, bending and stooping in kennel areas. Subject to animal bites and scratches. Work also performed in an office setting.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

Current Employees: Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**

All Other Applicants: Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org