



PALM VALLEY ANIMAL SOCIETY JOB DESCRIPTION

POSITION: MEDICAL DIRECTOR

FACILITY/LOCATION: ANDREWS & TRENTON CENTERS

CLASSIFICATION: SALARIED, EXEMPT

REPORTS TO: EXECUTIVE DIRECTOR

FUNCTION

Executive-level position responsible for providing leadership and direction for the efficient and smooth provision of medical care, surgery, and maintenance of health for all animals cared for by PVAS and for community pets through outreach programming. Knowledgeable of best practices and standards for veterinary care in shelters. Oversees medical inventory and budget, including oversight and authorization for purchasing of supplies, equipment, and medications. Supervises medical staff within the department. Develops treatment protocols and written policies/guidelines for medical and surgical care. Contributes expertise to community program development, in order to keep pets with their families as much as possible. Collaborates constructively with all shelter departments and with other leadership to advance PVAS' mission, goals, and lifesaving. Committed to the creation and maintenance of a positive, inclusive, lifesaving work culture within the medical department and entire shelter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as PVAS' chief veterinarian, responsible for general oversight of all veterinary medical and surgical functions.
- Responsible for creating and ensuring compliance with guidelines, policies, and procedures to maintain the general health of the population of animals within PVAS facilities.
- Monitors and implements procedures and programs to reduce the rate of infectious disease throughout the shelter.
- Provides medical care, written reports, and expert witness testimony in court for animal cruelty cases. Ensures appropriate training and adherence to the policy regarding handling and documentation of cruelty cases by all medical staff and advises on the referral of cases to law enforcement.
- Manages a team of veterinarians, veterinary technicians, and support staff. Responsible for hiring, firing, coaching, and performance evaluations, as well as the development of training programs.
- Oversees staff scheduling and ensuring that medical needs are covered at all times.
- Clinical duties as a staff veterinarian when needed to perform exams, surgery (both spay/neuter and other necessary procedures), necropsies, treatments, on-call decision making, euthanasia decisions, and other duties as needed.
- Ensures organizational licensure is met and act as the licensing veterinarian for facilities.
- Oversees medical budget and inventory management. Ensures equipment is regularly maintained and serviced when needed.
- Ensures thorough record-keeping and maintains quality control, including complete, accurate, and up-to-date medical records, drug logs, statistics, etc.
- Provides on-call services for shelter animal emergencies when scheduled and during closures.

- Directs and monitors all aspects of humane euthanasia. Ensures adequate personnel is certified and appropriately trained.
- Work with the leadership team to provide oversight and develop policies and protocols for operations, including feeding, housing, handling, cleaning, and general care.
- Provide guidance and support for policy development and individual case decision-making for placement of animals including adoption, transfer, foster care, and euthanasia.
- Works with the volunteer department to maintain and expand volunteer engagement within the medical department.
- Act as the liaison and case manager for PVAS to outside veterinary services.
- Collaborates with other shelter leadership to facilitate organizational growth, including the design of a new shelter facility and expansion of community veterinary services.
- Other duties and projects as assigned.

WORK ENVIRONMENT

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur and toxic chemicals. The noise level in the work environment is very loud. Frequent driving between facilities is required as well as consistent availability after-hours, on weekends, and holidays.

OVERTIME: This position is exempt from overtime.

NOTE: This job description is not intended to be all-inclusive. The employee may be required to perform other related duties to meet the ongoing needs of the organization.

SKILLS AND REQUIREMENTS

- Must have a current DVM, VMD, or equivalent.
- Licensed (or able to become licensed within a reasonable timeframe) in the state of Texas.
- Must have or be able to obtain a current DEA license for the handling of controlled substances.
- Minimum of five years of clinical shelter experience or advanced training in shelter medicine, including experience managing and supervising staff; previous management experience in an animal shelter setting preferred
- Excellent clinical skills including extensive experience with population management, epidemiology, infectious diseases, and animal forensics.
- Ability to gather, assemble, correlate, and analyze facts and devise solutions and plans
- Strong critical thinking and problem-solving skills, able to multitask and prioritize
- Excellent planning, organizational, interpersonal, and supervisory skills
- Dependable, reliable, professional, and efficient

PVAS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.