

Primary Function: Under the supervision of the Senior Director of CAS and the Veterinarian, effectively manage the day-to-day operations of the veterinary department at all locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide day-to-day oversight of the veterinary department under the direct and indirect supervision of the supervising veterinarian and Senior Director of CAS.
- Ensure policies and best practices are up to standard and promote an aggressive program for recognizing, treating, controlling, and eradicating transmittable diseases within the kennel and veterinary facilities.
- Ensure compliance with all relevant laws, regulations, and standards.
- Staff management – Interview, hire and train new employees. Manage staff schedules and assign responsibilities. Oversee the training and development of staff, which includes yearly performance reviews.
- Schedule and manage contract veterinarians.
- In collaboration with the Veterinarian, manage inventory and supply ordering, process invoices and monitor controlled drug logs.
- Responsible for the required maintenance of all necessary veterinary equipment
- Participate in the development of department budgets and manage expenses effectively.
- Manage all required licenses and permits to ensure they are current.
- In collaboration with the Community Engagement Director, organize and execute community vaccination events.
- Manage Foster Care Program i.e., recruit, teach classes, schedule appointments, paperwork, data entry, etc.
- Collaborate with volunteer services to continuously evaluate department and foster volunteer needs, recruitment, retention, and screening of applicants.
- Work closely with all departments and management for successful placement of animals into foster homes and gather information to assess the physical and behavioral well-being of fostered animals.
- Assess and develop on-going training to cross train shelter staff to assist with vet assistant tasks.
- May assist field staff during rescues, cruelty investigations or disasters.
- Perform other duties, as necessary, to improve the functioning of the Veterinary Services Department and the Shelters.

JOB RELATED AND REQUIRED ESSENTIAL QUALIFICATIONS:

Key Qualifications:

- **Skills:** Required: Excellent interpersonal, communication (both written and verbal), leadership and customer service skills.
- **Experience:** Required: 3+ years' experience managing a veterinary medical department/team. Shelter experience preferred.
- **Ability to:** Manage complex situations with volunteers, staff, and/or the public professionally and diplomatically; execute projects with little or no supervision; multi-task and problem solve in a fast-paced environment.
- **Knowledge of:** Medications commonly used in veterinary medicine, and their proper administration. Signs of common infectious diseases for a variety of species. Safe/humane handling of animals of varying sizes, temperaments, and strengths. Various breeds of dogs, cats and other domestic animals, various kinds of animal behavior and illness identification. Husbandry needs for variety of species including dogs, cats, small mammals, reptile, avian.

- **Software:** Required: Proficiency with Microsoft Office programs (Word, Excel, and Outlook) Preferred: Shelterluv and/or other shelter management software; Microsoft Teams; Zoom; Payroll.
- **Licenses:** RVT Certification a plus. Valid CA Driver's license required.

Physical Demands:

- Ability to lift 40 – 75 lbs.
- Stooping, bending, and carrying.
- Manual dexterity sufficient for handwritten documents.
- Must be able to tolerate loud animal noises and odors for extended periods of time.
- Occasional running to apprehend loose animals evading capture.

Working Conditions:

- Dealing with possible unruly, vicious, and dangerous animals and intake the same safely and humanely
- Possible exposure to hostile and over emotional public.
- Possible exposure to parasites and infectious diseases.

Employment Location: Position works out of Long Beach and Hawthorne Pet Adoption Centers

Salary Range: \$66,560/yr. This is a full-time exempt position with benefits.

Application Deadline: Position Open Until Filled

Please email resume with cover letter to jobs@spcala.com