



**Job Description**  
**Medical Director DVM**

**Job Title:** Medical Director DVM

**Supervisor:** Executive Director

**Classification:** Salary - Exempt

**Pay Rate:** Annual Salary \$75,000 - \$85,000

**Work Schedule:** 8-6 Tuesday, Wednesday, Friday, Saturday

**Physical Demands:** Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

**Occupational Disclaimer:** This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

**Minimum Qualifications:**

- ✓ Must be a Washington State Licensed Veterinarian
- ✓ Must have a minimum 3 years work experience in the animal shelter field
- ✓ Must have 3 years supervisory experience
- ✓ Must have intermediate writing and math skills
- ✓ Must have intermediate computer skills
- ✓ Must have intermediate public speaking skills
- ✓ Must have intermediate purchasing skills
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

**Specific Duties:**

- ❖ To establish and maintain the Animal Care policies and procedures, as well as, learn and follow the Society's policies and procedures and city, county and state requirements in regards to animal care
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with staff members, volunteers and other departments
- ❖ To develop and implement an annual business plan and budget
- ❖ To maintain proper records of Animal Care operations
- ❖ To prepare a monthly departmental report for the Executive Director
- ❖ To solicit, hire and manage performance of the Animal Care staff and Animal Care volunteers
- ❖ To establish and maintain ongoing Animal Care staff and volunteer training programs
- ❖ To prepare and maintain proper records of work performance of Animal Care staff, and operations
- ❖ To review and verify Animal Care staff time cards for payroll processing
- ❖ To examine all incoming animals for illness including initial health tests, vaccinations and treatment for internal and external parasites
- ❖ To oversee and provide the daily medical care, feeding and cleaning of all the animals within the shelter
- ❖ To oversee and provide the exercise regimen and behavior modification of shelter animals
- ❖ To maintain proper inventories and records of medical supplies and controlled drugs
- ❖ To maintain inventory and records of food, cleaning, and safety supplies needed for the shelter
- ❖ To perform or coordinate spay and neuter surgery of all adoptable animals cared for at the shelter
- ❖ To train staff to perform euthanasia
- ❖ To supervise the euthanasia and or euthanize animals as to Society policy
- ❖ To determine adoptability of all animals as to Society policy
- ❖ To write articles and provide data for the Society newsletter
- ❖ To counsel customers regarding the relinquishment, adoption and euthanasia of animals
- ❖ To attend board meetings and fundraising events as needed
- ❖ To perform other reasonable duties time to time, as assigned by the Executive Director.

*Auburn Valley Humane Society Mission Statement*

*The Auburn Valley Humane Society is dedicated to providing shelter, quality care and love for all the lost, mistreated and abandoned animals in Auburn. AVHS utilizes all available resources to ensure each animal is placed into a loving and forever home and promotes responsible pet ownership through education and outreach.*