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County Administrator
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MEMORANDUM

PLEASE POST IMMEDIATELY

INTERNAL AND EXTERNAL POSTING

DT: 6/5/18

TO: All Department Managers

**FR: Kelly Baker
Human Resources**

RE: Vacancy at the Animal Shelter - Extended

There is an opening for a full-time Licensed Veterinary Technician at the Kenton County Animal Shelter. The essential functions of the position are attached. Starting annual compensation is \$37,806.29. ***Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 P.M. on Tuesday, June 19, 2018.***

Kenton County
Animal Shelter Department

Compensation: Hourly
Exemption Status: Non-exempt
Exemption Type: N/A

Licensed Veterinary Technician

GENERAL NATURE OF WORK

This is skilled and semi-skilled work involving knowledge of animal health in an Animal Shelter. An employee in this class is responsible for providing animal care; recognizing, preventing, and addressing illness, injuries, and disease in an animal shelter under the direction of an approved licensed veterinarian and the Animal Shelter Director or Assistant Director.

Provides technical assistance, instruction, and trains subordinate personnel in the performance of animal health care duties. Duties are performed under standard supervision from the director and veterinarian.

EXAMPLES OF DUTIES

Oversight of inventory and security of controlled substances as required by law.

Order, store, and control veterinary and animal related supplies and equipment.

Directs the work of subordinates when performing animal health care duties.

Examine animals for signs of illness, injury or disease.

Administer prescribed treatment to animals.

Perform euthanasia to incurable and unadoptable animals; control animal population in the animal shelter to prevent overcrowding.

Consult with licensed veterinarian concerning non-routine animal health care.

Prepare vaccines and medications; inoculate and medicate animals received to prevent viruses, parasites and other animal health disorders.

Study, recommend, and assist in the review, development, and implementation of animal health care programs, policies, and procedures under the direction of a licensed veterinarian and Animal Shelter Director or Assistant Director.

Provide emergency medical support to animals in the facility's care.

Supervise and administer any classes, activities, or externships from veterinary educational programs as directed by the Animal Shelter Director or Assistant Director.

Supervises triage during emergencies, disaster relief, and for animal cruelty cases.

Accepts animals brought into the department by citizens and follow departmental procedures for this process.

Works with volunteers and animal rescue groups, as necessary.

Maintain clean and orderly medical and isolation areas.

Administer on the job training, as necessary.

Perform any other animal care and control duties as directed by the Animal Shelter Director or Assistant Director.

Testifies in court as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge and ability in the feeding and care of impounded animals; knowledge and ability to administer vaccines and worm medications.

Knowledge of anatomy, physiology, diseases, nutrition and housing.

Knowledge of pharmacology and anesthesia.

Knowledge of laboratory techniques, procedures, supplies and equipment.

Knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

Ability to exercise good judgment.

Knowledge of kennel management and sanitary principles and procedures.

Ability to analyze, plan and organize animal health care programs.

Ability to understand and carry out oral and written instructions.

Ability to act independently within established guidelines.

Ability to maintain accurate medical records.

Ability to restrain animals.

Ability to assist the public with the recovery of lost pets; by assisting owners through the shelter, completing lost reports, checking found reports, and making additional recommendations on recovery.

Ability to be on call 24 hours a day seven days a week

DESIRABLE TRAINING AND EXPERIENCE

Associates of Applied Science degree in Veterinary Technology approved by the American Veterinary Medical Association

Experience in handling, medicating and caring for animals, including but not limited to dogs, cats, livestock, reptile, wildlife, etc.

1 year experience in a clinical setting

Experience in personnel management preferred

NECESSARY SPECIAL REQUIREMENTS

Kentucky Board of Veterinary Examiners Veterinary Technician License

Kentucky Board of Veterinary Examiners Euthanasia Specialist License within a time specified by the Animal Shelter Director.

Possession of a valid motor vehicle operator's license.

Physical requirements

Must be able to lift 80 lbs. or more to a height of 4ft. or more.

Must be able to work extended periods of time using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.

Must be able to work in confined spaces.

Must be able to stand and/or walk for extended periods of time.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all-inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date