



**Code: 3313**

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Professional Medical

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## **CLASS TITLE: VETERINARY MEDICAL MANAGER**

### **CHARACTERISTICS OF THE CLASS**

Under general direction, oversees and participates in the prevention, diagnosis, and treatment of diseases and disorders of animals at the Animal Care and Control Center (ACC), and performs related duties as required

### **ESSENTIAL DUTIES**

- Oversees professional and technical medical staff and participates in the performance of various types of surgeries, including routine neuters and spays; the examination of impounded animals for diseases or injuries; and the administration of vaccinations at the facility and at community sites
- Monitors the diagnostic, non-surgical, and surgical treatment of sick and injured animals to ensure adherence to established protocols and procedures
- Evaluates physical demeanor of animals against established safety criteria and makes recommendations for adoption, transfer or euthanasia.
- Provides control over the ordering of drugs and medical supplies, monitoring inventory and reviewing computerized records of drugs and supplies ordered and dispensed
- Instructs and coordinates training for department staff in the remote delivery of chemical immobilization for free-ranging, unrestrained animals (i.e., loose dogs, deer, coyote), tranquilizing equipment and proper euthanasia procedures
- Assists in establishing work standards to ensure the humane care and treatment of animals at the center and provides input in the evaluation of staff performance
- Implements protocols to ensure proper sanitary procedures are followed during surgery and in cleaning and maintaining surgical rooms and equipment
- Participates in the development of the budget for the Medical Services Division, monitors expenditures and generates related reports
- Makes recommendations for the purchase of new medical equipment and Shelter supplies
- Supervises Veterinarians performing annual inspections of animal hospitals and animal-related businesses
- Oversees staff responsible for the maintenance of records relating to medical procedures and surgeries performed at the center and the adoption or outcome of animals
- Develops partnerships with local shelters and schools to establish programs and new initiatives including intern/extern programs for medical staff
- Coordinates the collection and submittal of evidence on animal cruelty and neglect cases and provides testimony in court proceedings
- Represents the department and advocates for the humane treatment and care of animals by speaking at various public forums including City Council hearings and providing statements to the media
- Functions as facility's manager in the absence of the Executive Director and Deputy Director, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Graduation from an accredited college or university with a Doctoral Degree in Veterinary Medicine, plus two (2) years of work experience in the practice of veterinary medicine

### Licensure, Certification, or Other Qualifications

- Must be licensed to practice veterinary medicine in the State of Illinois within two (2) months of hire.
- Must receive Drug Enforcement Administration (DEA) license within 90 days of hire.

## WORKING CONDITIONS

- Animal shelter environment (exposure to wet, smells, animal waste, blood, loud noise)
- Availability to work on a 24-hour call basis
- Exposure to dangerous, ill, injured or dead animals

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Safety equipment
- Biological, microbiology and chemical testing equipment (e.g., microscopes, electron microscopes, light microscopes, x-ray analyzers)
- Dental equipment, dentistry tools, and anesthetic devices
- Medical, surgical, and diagnostic equipment and instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, microscope, x-ray machine, anesthetic, life signs monitors)
- Standard phlebotomy equipment
- Standard equipment for collecting and analyzing insect specimens

## PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to walk for extended periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Comprehensive knowledge of:

- \*anatomy and physiology of animals
- \*veterinary medicine and surgical procedures

- \*veterinary equipment, instruments, materials, and supplies
- \*testing and treatment practices and procedures as it related to animal care
- \*uses, side effects, and interactions of prescription medicines and other drugs

Considerable knowledge of:

- \*medical terminology related to the veterinary field
- sanitary principles, practices, and procedures as it relates to animal care facilities
- \*animal care clinical methods and procedures
- \*general dentistry as it relates to animal care
- applicable federal, state, local laws, regulations, and guidelines

Moderate knowledge of:

- management and supervisory methods and procedures

Some knowledge of:

- budget preparation and management methods and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Veterinarian class

### **Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- SCIENCE - Use scientific rules and methods to solve problems
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING - Teach others how to do something
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Veterinarian class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Veterinarian class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Veterinarian class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

January, 2022