

POSITION DESCRIPTION

POSITION TITLE: Associate Veterinarian

UPDATED: May 2022

SUPERVISOR'S TITLE: Head Veterinarian

FLSA STATUS: Exempt

POSITION PURPOSE

The Associate Veterinarian is a professional clinical veterinary position that works along with the Head Veterinarian to provide medical and surgical care for the zoo's animal collection, including emergency services 24 hours a day, 7 days a week. This position assists with other veterinary, research, and conservation programs, as well as other zoo operations as required. This position also contributes to positive guest experiences and performs other duties as required.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- ▶▶ Assists with implementing the zoo's preventive medicine program by performing routine physicals, diagnostics, dental cleaning, vaccinations, etc., for the zoo's animal collection; obtains second opinions when needed (e.g., from dentists, surgeons, ophthalmologists, etc.).
- ▶▶ Provides veterinary care during animal emergencies of all kinds.
- ▶▶ Coordinates pre-shipment and quarantine testing for animals being transferred between institutions.
- ▶▶ Assists with evaluating and implementing the zoo's animal nutrition program, helping to ensure that the animals' diets are meeting their nutritional needs.
- ▶▶ Assists with the zoo's animal reproduction program, institutes and reverses contraception in animals as needed, and investigates causes of unsuccessful reproduction and corrects them as necessary.
- ▶▶ Assists with hand-rearing of animals when necessary.
- ▶▶ Provides emergency veterinary services on nights, weekends, days off, and holidays as needed.
- ▶▶ Minimizes risk of transmission of zoonotic diseases from collection animals to the public, employees, and volunteers (and vice versa).
- ▶▶ Maintains up-to-date zoo medical records and conforms to all applicable regulations.
- ▶▶ Communicates updates relating to veterinary care to appropriate veterinary staff and animal care staff.
- ▶▶ Maintains an active veterinary license (includes acquiring necessary continuing education credits), a DEA license, and USDA accreditation.
- ▶▶ Oversees the zoo's Veterinary Externship program, including interviews, selection of applicants, scheduling, orientation, and all required paperwork.
- ▶▶ Provides presentations to zoo staff, local schools, universities, and other groups as needed.
- ▶▶ Provides a teaching role for veterinary interns, veterinary students, veterinary technician students, keeper interns, and other volunteers.
- ▶▶ Designs and executes research projects relevant to zoo/exotic animal health.
- ▶▶ Publishes papers on applicable research projects or case reports.
- ▶▶ Participates in veterinary topic rounds and journal rounds where appropriate.
- ▶▶ Assists with special projects and helps other zoo employees as needed.
- ▶▶ Actively contributes to positive guest experiences.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ Doctor of veterinary medicine degree from an AVMA-accredited veterinary school is required.
- ▶▶ Valid Indiana veterinary license is required.

- ▶▶ USDA Accreditation to issue health certificates and perform certain regulatory testing procedures is required.
- ▶▶ Valid driver's license is required.
- ▶▶ One year of clinical zoological veterinary experience or completion of a veterinary internship is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Advanced knowledge of animal care and handling.
- ▶▶ Knowledge of principles, practices, and procedures of veterinary medicine at a zoological institution.
- ▶▶ Ability to endure high-stress situations such as examining, restraining, or treating animals.
- ▶▶ Demonstrated knowledge of zoo policies, standards, operations, cleaning, and maintenance techniques.
- ▶▶ Ability to troubleshoot, analyze situations, and make sound business decisions.
- ▶▶ Ability to make independent decisions and manage time effectively.
- ▶▶ Knowledge of Microsoft Office software.
- ▶▶ Knowledge of ZIMS software.
- ▶▶ Strong organizational skills.
- ▶▶ Knowledge of general office procedures and practices.
- ▶▶ Knowledge of correct grammatical usage, punctuation, etc.
- ▶▶ Ability to effectively and proactively train and supervise employees.
- ▶▶ Ability to make independent decisions and delegate responsibility and duties.
- ▶▶ Ability to work a highly flexible schedule; weekend, evening, holiday, and irregular hours will be required.
- ▶▶ Ability to handle confidential information.
- ▶▶ Ability to understand and follow all safety regulations.
- ▶▶ Ability to handle multiple tasks simultaneously.
- ▶▶ Ability to arrive to work on time and maintain a positive attendance record.
- ▶▶ Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- ▶▶ Ability to deal tactfully and politely with guest questions and misbehavior.
- ▶▶ Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

PHYSICAL DEMANDS

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.

- ▶▶ Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- ▶▶ Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- ▶▶ Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- ▶▶ Ability to negotiate a confined workspace while working with one or more coworkers.
- ▶▶ Ability to handle and restrain a variety of small animals in a program setting.
- ▶▶ Ability to properly lift and carry items up to 50 pounds.
- ▶▶ Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- ▶▶ Good speaking and listening skills.
- ▶▶ Ability to perform focused work with close attention to detail.
- ▶▶ Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- ▶▶ This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- ▶▶ This position may include exposure to potentially dangerous animals.

- ▶▶ This position may include exposure to potentially venomous animals.
- ▶▶ This position may include exposure to zoonotic diseases.