



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 791.3

Job Title: **VETERINARY TECHNICIAN SUPERVISOR**

Pay Grade: 22

### **GENERAL SUMMARY:**

Supervises and schedules the activities of veterinary technicians and performs treatments and minor surgeries as directed by the veterinarian.

### **RESPONSIBILITIES:**

- Supervises, schedules, and monitors the attendance and activities of Veterinary Technicians.
- Performs minor surgical or emergency treatment under the direction of a veterinarian.
- Writes and implements procedures on animal health and care for assigned personnel.
- Writes and presents educational programs on animal health and veterinary services to the public.
- Maintains records on animals scheduled for surgery or treatment.
- Maintains records on animals, pharmaceuticals, equipment and supplies.
- Maintains records on employees, training, and corrective discipline.
- Is a key player in hiring and termination decisions.
- Prepares reports, analyzes data, and provides support to the Clinic Manager.
- Ensures city, departmental, and divisional policies are implemented and followed.
- Performs employee evaluations and issues corrective discipline.
- May attend grievance hearings, Loudermill procedures, and TWC hearings.

### **SPECIFICATIONS:**

**KNOWLEDGE:** Requires an Associate's degree in Veterinary Science. Candidates who have passed the Veterinary Technician National Examination as accredited by the American Association of Veterinary State Boards and/or the Texas State Regulatory Examination as accredited by the Texas Board of Veterinary Medical Examiners are preferred. A Bachelor's degree may be substituted.

**EXPERIENCE:** Four years of directly related experience as a veterinary technician is required. Up to two years of leadership or administrative experience may be substituted on a year-for-year basis For the experience requirement.

**COMPLEXITY:** Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

**IMPACT OF ACTIONS:** Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

**SPECIFICATIONS cont'd):**

**SUPERVISION EXERCISED:**

**Direct Supervision:**

Schedules, supervises and evaluates work as a first-line supervisor. Recommends personnel actions such as hirings, terminations, and pay changes.

**Indirect Supervision:**

No indirect reports.

**CONTACTS:**

**Internal Contacts:**

Primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

**External Contacts:**

Primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations.

**PHYSICAL EFFORT:** The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. In some cases, the position may require extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

**WORK ENVIRONMENT:** There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals, extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, contagious diseases or risk of physical trauma.

**PHYSICAL SKILL:** Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

**MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

**JOB FAMILY:**

Veterinary Technician  
Veterinary Technician Supervisor  
Veterinary Clinic Manager

*Effective: December 2015*