

# Peninsula Humane Society & SPCA

## Lead Veterinarian

**Job Title:** Lead Veterinarian  
**Division:** Operations  
**Department:** Veterinary Services  
**Reports To:** Director, Animal Care & Veterinary Services  
**Supervises:** Staff Veterinarians  
**FLSA Status:** Exempt/Part Time  
**Salary:** \$150K - \$160K per year (DOE)

**If you're looking for an opportunity to lead a team of dedicated shelter veterinarians, PHS/SPCA may be the perfect place for you!**

PHS/SPCA is a successful, well-established non-profit humane society committed to serving the animals and people of our community. Among our major programs, PHS/SPCA adopts fully 100% of healthy, adoptable dogs and cats in our care and, through our charitably funded Hope Program, makes well and finds homes for thousands of animals who come to us sick, injured or too young to survive without supportive care.

This exciting opportunity invites a practiced leader to join our team of experienced, compassionate shelter veterinarians in overseeing a strong, well-established shelter veterinary medical program.

**Summary:** To ensure that PHS/SPCA is providing the highest quality veterinary medical care as well as humane care and treatment for all animals in accordance with PHS/SPCA policies and procedures, the California Veterinary Medical Board and laws of the State of California. To establish and implement veterinary medical policies and procedures for all PHS/SPCA veterinary services and programs. To perform and oversee all veterinary services provided by PHS/SPCA. To facilitate communication with and education for PHS/SPCA staff, volunteers and members of the public as needed regarding veterinary medical issues, including zoonotic diseases and diseases of concern to certain animal populations. To hold animal health and welfare as the Veterinarians' primary concern.

By oath, all licensed veterinarians swear to protect animal health, relieve animal suffering, conserve animal resources, promote public health and advance medical knowledge.

**Essential Duties and Responsibilities** include the following (other duties may be assigned):

- Recommend, develop and implement veterinary medical protocols and procedures for all departments and programs.
- Monitor health of the shelter population and work collaboratively with shelter managers to recognize, contain and treat contagious diseases, including zoonotic diseases.

- Mentor, guide, train and advise Veterinarians, staff and volunteers to promote better animal husbandry and excellence in veterinary medical care. Train Staff Veterinarians as needed and as appropriate.
- Regularly conduct rounds with Staff Veterinarians to discuss medical and surgical cases.
- Ensure animal medical records are maintained as required by law.
- Ensure every animal has a clear and concise plan regarding any medical condition(s), diagnosis, treatment and prognosis.
- Act as a liaison for the public and staff regarding concerns, disputes or misconceptions of animal medical care at PHS/SPCA. Act as the primary contact person for situations that may arise involving the public related to PHS/SPCA policies and procedures and veterinary medical care.
- Maintain California Veterinary License in good standing. Pursue adequate and appropriate continuing education to continue to provide the Standard of Care.
- Maintain current premise permits and DEA licenses for PHS/SPCA facilities as appropriate and as required by law. Serve as the Supervising Veterinarian for all Veterinary Assistant Controlled Substance Permits.
- Be available to advise veterinary department managers on occasion regarding after hours emergencies.
- Examine, diagnose and prescribe treatment for animals in PHS/SPCA care as needed and as appropriate.
- Provide emergency medical care as needed.
- Consult with specialists on specific medical cases when appropriate.
- Perform surgical sterilization of owned and shelter dogs, cats and rabbits. Perform other surgical procedures as indicated.
- Perform and assist as needed in the daily activities of the Department
- Euthanize and/or assist with euthanasia of animals as needed in accordance with PHS/SPCA policies and procedures and California state law.
- Assist Animal Rescue & Control, Humane Investigations and/or the District Attorney in the investigation and prosecution of cases of animal cruelty or neglect. Perform and record necropsies as needed. Appear in court to substantiate findings as necessary.
- Work with Veterinary Services managers to ensure department equipment in good working order.

- Provide staff, volunteer and public educational lectures as needed. Participate in writing educational materials and articles for PHS/SPCA.
- Participate in periodic vaccine clinics, educational programs and special events as needed.

### **Supervisory Responsibilities:**

Supervises Staff Veterinarians. Indirectly supervises other Veterinary Services staff and volunteers in conjunction with department Managers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, training employees and volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and volunteers; addressing complaints and resolving problems.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Doctor of Veterinary Medicine; minimum of five years working with animals in a clinical environment with a strong preference for shelter medicine experience; equivalent combination of education and experience. Previous supervisory experience preferred.
- Possess and maintain California State Licenses Veterinarian in good standing with a valid DEA license.
- Possess a valid California Driver's License with a satisfactory driving record to be insured by our insurance company.
- Upon hire, must pass a background check.
- Proficient knowledge of Chameleon database software or become proficient within the first six months from hire date. Basic knowledge or become proficient with Microsoft Office and computer keyboarding skills (data entry).
- Good verbal and written communication skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, volunteers, and other employees of the organization.
- Ability to communicate in a calm and clear manner with the public, volunteers and fellow employees, especially in stressful situations. Ability to remain calm and focused in emergency situations.
- Must be open to new ideas and have the ability to compromise and be flexible when appropriate.

- Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to treat all animals regardless of species or temperament with compassion and as equally deserving of veterinary care.
- Ability to work independently.

**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. They include, but are not limited to the following: regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell; frequently required to sit; may occasionally lift and/or move up to 50 pounds; vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to zoonotic disease, exposure to aggressive/feral animals and toxic or caustic chemicals, possible hostile public, operation of vehicle under all types of weather/road conditions. Must be available to work irregular hours, shifts, weekends, holidays and standby. The noise level in the work environment is usually moderate to loud.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V/SO