AUBURN
Human Resources

Dir, Medicine & Surgery

Job Description

JOB INFORMATION

Job Code	IA23
Job Description Title	Dir, Medicine & Surgery
Pay Grade	VT12
Range Minimum	$72,930
33rd %	$92,380
Range Midpoint	$102,100
67th %	$111,830
Range Maximum	$131,270
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/5/2016

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Vet Operations

JOB SUMMARY

Directs the work, duty schedule and training of staff members in the Medicine & Surgery section of the Small Animal Veterinary Teaching Hospital.

RESPONSIBILITIES

- Directs and oversees the work of veterinarian assistants, technicians and specialists assigned to the medicine and surgery section; ensures the technicians are cross-trained and provide adequate coverage.
- Oversees finances, payroll, human resources and overall management of small animal medicine and surgery section; keeps supervisor up-to-date on potential issues.
- Collaborates with the medicine and surgical faculty to promote the Auburn University Small Animal Teaching Hospital; promotes programs by speaking at national and regional veterinary conferences and authoring book chapters or review articles on care and procedures.
- Maintains and troubleshoots problems with equipment and contact appropriate personnel for maintenance and/or repair.
- Manages all aspects of staffing for technicians to include management of schedules, timesheets, and the hiring and firing of employees.
- Provides staff development opportunities with a strong focus on obtaining further licensure in the medicine and surgery specialties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Coursework in Veterinary Technology or related field.	and	8 years of	Experience in a surgery or medicine specialty, with at least one year of supervisory experience.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of procedures and techniques associated with animal care.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be licensed as a Veterinary Technician or have passed the Veterinary Technician National Examination (VTNE).	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.