AUBURN
Human Resources

Mgr, Perioperative Services

Job Description

JOB INFORMATION

Job Code	IA24
Job Description Title	Mgr, Perioperative Services
Pay Grade	VT10
Range Minimum	$58,460
33rd %	$72,100
Range Midpoint	$78,920
67th %	$85,740
Range Maximum	$99,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	1/30/2025 10:36:47 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees the perioperative services for both the Small Animal and Large Animal Veterinary Teaching Hospitals (VTH). This role includes managing anesthesia, surgical services (OR), and central sterile departments. The manager leads a team of technical staff, fostering a positive and collaborative work environment. Key responsibilities include coordinating daily operations, optimizing schedules, and ensuring the efficient use of resources. Additionally, the manager is responsible for recruiting, training, and supervising the perioperative team to uphold professional standards and deliver exceptional patient care.

RESPONSIBILITIES

- Oversees the work of staff members in the anesthesia, surgical, and sterile processing services for both large and small animals at the VTH. Ensures that technicians are cross-trained and that there is adequate coverage across all services.
- Manages inventory for both large and small animal services, ensuring that necessary supplies are readily available. Orders supplies in a cost-effective and fiscally responsible manner to maintain optimal stock levels.
- Oversees the entire surgical process, from pre-operative care to post-operative care, ensuring efficiency and patient safety. Triages and coordinates the daily flow of patients to meet their needs effectively.
- Manages all aspects of staffing for technicians to ensure 24/7 surgical and anesthesia coverage on an "on call" basis. This includes overseeing schedules, time sheets, and the hiring and firing of employees.
- Oversees and coordinates financial and human resources activities and overall management of the surgery and anesthesia areas. Keeps the supervisor informed of any potential issues.
- Develops and oversees a comprehensive billing and charge structure that integrates surgery, anesthesia, sterile processing, and inventory management.

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	
Associate's Degree	Science, Business, Animal Health, Healthcare, or related field	and	5 years of	experience working in veterinary medicine in an operating room with a working knowledge of anesthesia. 2 years of experience leading teams of employees striving for a common goal of efficient surgical operations. 2 years of veterinary hospital/clinic experience.	Or
Bachelor's Degree	Science, Business, Animal Health, Healthcare, or related field		3 years of	experience working in veterinary medicine in an operating room with a working knowledge of anesthesia. 2 years of experience leading teams of employees striving for a common goal of efficient surgical operations. 2 years of veterinary hospital/clinic experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of medical or veterinary practice procedures.	
Knowledge of procedures and techniques associated with animal care.	
Knowledge of effective people management, anesthesia and surgical operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certified Registered Central Service Technician (CRCST)	Upon Hire	Desired	Or
	Active Veterinary Technician License	Upon Hire	Desired	

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		30 lbs

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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		
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 and distinguish colors.

Additional Special Requirements:

Rabies Vaccine