
Auburn University Job Description

Job Title: **Dir, Medicine & Surgery**

Job Family: No Family

Job Code: **IA23**

Grade VT12 \$63,900 - \$115,000

FLSA status: Exempt

Job Summary

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

Essential Functions

1. 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.
2. Oversees finances, payroll, human resources and overall management of small animal medicine and surgery section; keeps supervisor up-to-date on potential issues.
3. 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.
4. Maintains and troubleshoots problems with equipment and contact appropriate personnel for maintenance and/or repair.
5. Manages all aspects of staffing for technicians to include management of schedules, timesheets, and the hiring and firing of employees.
6. Provides staff development opportunities with a strong focus on obtaining further licensure in the medicine and surgery specialties.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Coursework in Veterinary Technology or related field.
Experience (yrs.)	8	Experience in a surgery or medicine specialty, with at least one year of supervisory experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of procedures and techniques associated with animal care.

Certification or Licensure Requirements

Must be licensed as a Veterinary Technician or have passed the Veterinary Technician National Examination (VTNE).

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 2/5/2016
