



**HARRIS COUNTY**  
Human Resource & Risk Management  
Houston, TX 77002

<https://agency.governmentjobs.com/harriscountytx/default.cfm>

**invites applications for the position of:**

## **Director, Veterinary Operations**

An Equal Opportunity Employer

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 07/12/22

**CLOSING DATE:** 08/12/22 11:59 PM

### **POSITION DESCRIPTION:**

#### **About Harris County Public Health:**

Harris County Public Health (HCPH) includes a network of more than 700 public health professionals working together to improve health outcomes for the third most populous county in the United States. HCPH provides a multitude of services such as medical and dental services, community programming, and health education for the approximately 2.3 million people in unincorporated Harris County. Through its core values of innovation, engagement, and health equity, HCPH strives to bring meaningful solutions to public health issues while keeping Harris County healthy and vibrant.

Under the supervision of the Director, Veterinary Public Health, supervises the Veterinary Operations Section, performs spays or neuters on dogs and cats; examines, diagnoses, and treats injured and sick owned and sheltered animals; provides for the humane care and disposition of sheltered and quarantined animals; assists in the development and implementation of strategies to maintain the "Live Release" rate; participates in planning processes; and provides insight to policy development and program budget.

#### **Duties and Responsibilities:**

- Develops the Veterinary Operations budget and provides budget oversight.
- Assists in the enforcement of applicable Texas laws & Harris County regulations and policies.
- Oversees the maintenance of shelter drug and supply inventory while meeting/maintaining DEA requirements.
- Provides medical services to all shelter animals, i.e. physical exams, diagnostics, medical rounds, and treatments.
- Develops, reviews, and maintains the sanitation, surgery, treatment and euthanasia protocols
- Performs sterilization surgeries and other surgical procedures for shelter animals.
- Interview for openings in veterinary operations, conducts scheduled performance appraisal; provides counseling and training as appropriate.
- Oversees the vaccination of owned pets, oversees the treatment/prevention/ control of disease in sheltered/fostered animals.
- Zoonosis control, i.e. reviews bite cases, evaluate quarantined animals, consults with the public & media community concerning rabies & other zoonotic diseases.
- Other duties as assigned.

#### **Core Competencies:**

- Ability to obtain and filter information, identify, and address key issues relevant to the achievement of strategic organizational goals
- Exceptional project management skills to manage a variety of projects simultaneously
- Positively influence all levels within the organization to drive change and enable effective coordination
- Ability to create strong, positive working relationships
- Previous experience building and managing high performance teams
- High-level of flexibility in fast-paced environments
- Must be a Systems-level thinker
- Proactive, self-motivated, and mission-driven
- Progressive, intrapreneurial leadership style to enable systemic change

#### **Leading Change:**

- Creates strategic change within and outside the organization to meet organizational goals
- Develops new insights into situations, encourages new ideas and innovations
- Takes a long-term view and builds a shared vision with others, acts as a catalyst for organizational change
- Deals effectively with pressure; remains optimistic and persistent even under adversity
- Recovers quickly from setbacks

**Leading People:**

- Fosters an inclusive workplace where equity, diversity, and individual differences are valued and leveraged to achieve the vision and mission
- Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and providing opportunities to learn through formal and informal methods
- Fosters and inspires team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals
- Holds self and others accountable for measurable high-quality, timely, and cost-effective results
- Anticipates and meets the needs of internal and external customers
- Makes well-informed, effective, and timely decisions

**Building Coalitions:**

- Develops networks and builds alliances, collaborates across boundaries to build strategic relationships
- Identifies external and internal politics that impact the work of the organization

**Interpersonal Abilities/Personal Characteristics:**

- Treats others with courtesy, sensitivity, and respect
- Behaves in an honest, fair, and ethical manner and models high standards
- Assesses and recognizes own strengths and weaknesses

**Communication:**

- Communicates clearly, effectively, and persuasively both orally and in writing
- Writes in a clear, concise, organized, and convincing manner for the intended audience

**Diversity, Equity, Inclusion:**

- Encourage a respectful and collaborative work environment that recognizes and celebrates diversity, equity, and inclusion
  - Identify inequitable practices and policies and assist in implementing strategies to ensure equitable outcomes
  - Demonstrate awareness and respect of cross-cultural differences and create inclusive programmatic solutions
- Practice cultural humility to build honest relationships with co-workers and the community that will ultimately enhance workplace culture and deliver better community health program

**Harris County is an Equal Opportunity Employer**

<https://hrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email [ADACoordinator@bmd.hctx.net](mailto:ADACoordinator@bmd.hctx.net).

**This position is subject to a criminal history check.**

Only relevant convictions will be considered and, even when considered, may not automatically disqualify the candidate.

**REQUIREMENTS:****Education:**

- D.V.M. / V.M.D. or equivalent degree from an AVMA accredited School of Veterinary Medicine **or**
- Will graduate from an accredited school of Veterinary Medicine with a doctorate degree in Veterinary Medicine (D.V.M./V.M.D.) by hire date.

**Licensure:**

- Valid license to practice veterinary medicine issued by the Texas Board of Veterinary Medical Examiners **or**
- The ability to obtain a valid veterinary license issued by the Texas Board of Veterinary Medical Examiners by the hire date.

**Experience:**

- Minimum of eighteen (18) months of experience working in a veterinary medical environment, **including some** managerial or supervisory experience in a veterinary or non-veterinary environment.
- Minimum of six (6) months surgical experience in spaying and neutering of dogs and cats.
- Working knowledge of word processing, spreadsheets and databases is required.

**Additional Requirements:**

- Must have or obtain USDA Accreditation **within 6 months** of hire date.
- Must have or obtain a DEA registration **within 3 months** of hire date.
- Must be comfortable speaking to groups of people and must be able to communicate effectively (in writing as well as verbally).
- Position requires lifting, bending and long periods of standing/walking.

**NOTE:** Qualifying education, experience, knowledge and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

**PREFERENCES:**

- Board Certification in shelter medicine is desired.
- Manager/supervisory experience and shelter experience is desired.
- Knowledge of Chameleon Shelter Management Software and Crystal report Writing is desired.
- Competence in high volume spay/neuter procedures is desired.

**GENERAL INFORMATION:**

**Position Type and Typical Hours of Work:**

- Regular Full-time
- Typically Monday – Friday | 40 hours a week, as required
  - Some Saturday "on-call" shifts may be required.

**Salary:**

- Commensurate with Experience
- Based on 26 Pay Periods

**Work Environment:**

- This job operates in an animal shelter, animal clinic and professional office environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines as well as medical equipment.

**Physical Demands:**

This is a largely sedentary role; however, some duties would require the ability to lift up to 20 pounds and bending & standing for periods at a time.

**Employment may be contingent on passing a drug screen and meeting other standards.**

**Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.**

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Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:  
<https://www.governmentjobs.com/careers/harriscountytexas>

1310 Prairie Street, Ste. 240  
Houston, TX 77002

Position #08450  
DIRECTOR, VETERINARY OPERATIONS  
NA

[employment@bmd.hctx.net](mailto:employment@bmd.hctx.net)

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**Director, Veterinary Operations Supplemental Questionnaire**

- \* 1. Which of the following best describes your education as it relates to this position?
  - ☐ I have a Doctorate degree from an accredited school of Veterinary Medicine
  - ☐ I am currently enrolled in a DVM program and I understand my degree has to be conferred by hire date
  - ☐ None of the Above
- \* 2. Please describe your educational background including level of education completed, area of study and completed major and minor programs as it relates to this position.

- \* 3. Which of the following statements apply to you as it pertains to this position?
  - ☐ Yes, I have a valid Veterinary license issued by the Texas State Veterinary Medical Examining Board
  - ☐ Yes, I have a valid Veterinary license issued by a State Veterinary Medical Examining Board with the ability to obtain a Texas State Veterinary License by the hire date.
  - ☐ Yes, I will have acquired a valid Veterinary license issued by Texas State Veterinary Medical Examining Board prior to the hire date.
  - ☐ None of the Above
- \* 4. Please provide the date of issue and expiration date. If you do not have this license, type "none" in the space provided.
- \* 5. Which of the following best describes your verifiable experience working in a veterinary medical environment? (To be considered, qualifying experience must be documented on your application's employment history).
  - ☐ Less than One (1) year
  - ☐ One (1) year but less than Two (2) years
  - ☐ Two (2) years but less than Three (3) years
  - ☐ Three (3) years or more
  - ☐ I do not have this experience
- \* 6. Please describe your experience and type of duties you performed working in a veterinary medical environment. Qualifying information must be stated on your application. Please include your (a) role (s), (b) types of organizations and (c) scope of duties and responsibilities. If you do not have this experience, type "None" in the space provided. Do not use "Please see Resume" or "See Resume"
- \* 7. Which of the following best describes your surgical experience in spaying and neutering of dogs and cats? (To be considered, qualifying experience must be documented on your application's employment history.)
  - ☐ Less than Six (6) months
  - ☐ Six (6) months but less than One (1) year
  - ☐ One (1) year but less than Two (2) years
  - ☐ Two (2) or more years
  - ☐ I do not have this experience
- \* 8. Please describe your surgical experience in spaying and neutering of dogs and cats. Qualifying information must be stated on your application. Please include your (a) role (s), (b) types of organizations and (c) scope of duties and responsibilities. If you do not have this experience, type "None" in the space provided. Do not use "Please see Resume" or "See Resume"
- \* 9. Do you currently have an USDA Accreditation?
  - ☐ Yes, I currently have an USDA Accreditation
  - ☐ No, I do not have an USDA Accreditation but I will obtain within Six (6) months of hire
  - ☐ No, I'm not interested in an USDA Accreditation
- \* 10. Are you currently registered with the DEA as a health care professional?
  - ☐ Yes, I'm currently registered with the DEA as a health care professional.
  - ☐ No, I'm not currently registered with the DEA as a health care professional but will register within Three (3) months of hire.
  - ☐ No, I'm not interested in registering with the DEA as a health care professional.
- \* 11. Are you certified in Shelter Medicine?
  - ☐ Yes
  - ☐ No
- \* 12. Do you have knowledge of Chameleon animal care or Crystal Reporting Writing software?
  - ☐ Yes
  - ☐ No
- \* 13. Which of the following best describes your managerial or supervisory and shelter experience? (To be considered, qualifying experience must be documented on your application's employment history.)
  - ☐ Less than One (1) year
  - ☐ One (1) year but less than Two (2) years
  - ☐ Two (2) years but less than Three (3) years
  - ☐ Three (3) years or more
  - ☐ I do not have this experience
- \* 14. Please describe your managerial or supervisory and shelter experience. Qualifying

information must be stated on your application. Please include your (a) role (s), (b) types of organizations and (c) scope of duties and responsibilities. If you do not have this experience, type "None" in the space provided. Do not use "Please see Resume" or "See Resume"

\* 15. Are you competent in high volume spay/neuter procedures?

- ☐ Yes  
☐ No

\* 16. Which of the following describes your level of proficiency using a personal computer and common office software such as MS Office Suite (Word, Excel, PowerPoint, and Outlook). Please select your level of proficiency based on the following descriptions: Advanced: A person with this level of skills is able to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements; a wide range of graphic effects, and use advanced techniques for analyzing and manipulating data. Has full mastery of Macro commands and skills to tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code. Makes interactive presentations by using hyperlinks and action buttons. Intermediate: A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel. Able to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms. Makes interactive presentations by using hyperlinks and action buttons. Basic: A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. Has the ability to enter and correct data, modify a workbook, format a worksheet, and use printing functions. Understands the different database concepts and structures and is familiar with data validation and is able to create a simple presentation in PowerPoint, run it, and print it. Entry Level: A person with this level of skills has the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel. Format documents for printing, comfortable using the printer menu to preview documents. Has ability to change the font, the margins, insert or delete pages and use the built-in spellchecker and grammar check.

- ☐ Advanced  
☐ Intermediate  
☐ Basic  
☐ Entry Level  
☐ Not proficient

\* Required Question