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Veterinarian Manager

JOB CODE	JOB FAMILY	PROFILE
JCM609	**Animal Care Services**	**Veterinarian Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$101,192.00 - $159,786.00**	**July 21, 2026**

The Veterinarian Manager serves as the Medical Officer and oversees the medical care of animals at the animal care shelter or facility. Provides professional veterinary services including humane treatment, emergency care, husbandry, spay/neuter procedures, and other surgeries for shelter and public animals. Manages and mentors veterinarians, establishes medical protocols, and directs all aspects of medical operations across the shelter system. Supervisory responsibilities include hiring, training, evaluating performance, coaching, and taking disciplinary or termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversee daily medical operations for shelter animals, including supervision of staff, scheduling, hiring, training, work assignments, performance evaluation, and discipline.
- Recommend, develop, and implement policies, procedures, goals, and training related to best practices in animal care, herd management, behavior, enrichment, treatment, and disposition.
- Assist in developing, justifying, and managing the section’s annual budget; forecast resource needs and monitor medical expenditures.
- Perform high-volume spay/neuter surgeries (including pediatric), including anesthesia administration and post-operative care.
- Diagnose and treat medical conditions, illnesses, and injuries; establish treatment protocols and vaccination and surgery schedules; assess readiness for transfer or euthanasia.

- Prescribe and administer medications; oversee the proper handling and recordkeeping of drugs, including controlled substances, in compliance with laws.
- Develop and deliver ongoing staff training on humane animal care, zoonosis, disease prevention, safety, breed identification, and first aid.
- Support animal care enforcement with complex neglect or cruelty investigations; prepare reports and provide expert court testimony.
- Manage the euthanasia program, ensuring humane procedures and staff compliance; approve euthanasia recommendations.
- Design and implement individualized treatment programs for animals with special physiological, anatomical, or behavioral needs.
- Provide nutritional consultation through exams, lab tests, and diet evaluations.
- Maintain medical records for individual and groups of animals, as well as pharmacy inventory, pathology records, and veterinary references.
- Manage medical supply inventory and ensure proper maintenance and replacement of medical equipment.
- Evaluate animal health and nutritional status daily and advise management on well-animal care; address staff concerns and recommend treatments.
- Perform pre-surgical exams.
- Treat and supervise care for neonatal animals requiring human rearing or intervention.
- Administer anesthesia using a variety of agents and techniques; immobilize or tranquilize aggressive animals as needed.
- Monitor treatment progress and ensure accurate recordkeeping; compile statistics and prepare complex reports.
- Evaluate and implement treatment plans, disease control, vaccination, feeding protocols, parasite control, and emergency medical procedures.
- Promote workplace safety and ensure compliance with OSHA, SDS, and County safety practices in coordination with Risk Management.
- Serve as the department's public liaison for medical-related information and deliver public education on animal health and care.
- Act as a supervisor for BCACS operations in the Director's absence.
- Perform euthanasia procedures when required.
- Assist with duties of lower-level classifications as needed to ensure adequate coverage and customer service; support teamwork and cross-functional collaboration.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Doctor of Veterinary Medicine Degree (DVM) and be licensed to practice Veterinary Medicine in the State of New Mexico or meet the Licensing requirements under the New Mexico Board of Veterinary Medicine to practice Veterinary Medicine in the State of New Mexico.
- Six (6) years of work experience practicing Veterinary Medicine.
- Four (4) years in a management role.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Must be able to possess and maintain a substance control license from the DEA in order to administer and store drugs used within the facility and in the field.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of post-offer drug screening, medical examination, and background investigation.
- This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing.
- Compliance with all County safety guidelines.
- Possession of a valid New Mexico driver’s license by the date of employment and maintenance of licensure during employment.
- Completion and ongoing maintenance of FEMA Emergency Management certifications as required by the County and BCACS.
- Maintenance of a current license to practice veterinary medicine and administer euthanasia in the State of New Mexico.
- Subject to random drug testing.

WORKING CONDITIONS

- Duties are primarily performed indoors, with some tasks requiring outdoor work for field operations or investigations.
- Indoor work is conducted in a temperature-controlled environment.
- Outdoor work involves exposure to natural weather conditions; a County vehicle may be used.
- Indoor environments include offices with carpet or tile, or motor vehicles.

- Outdoor surfaces may include natural terrain, asphalt, concrete, snow, ice, or mud; stairs may be involved.
- Potential work hazards include use of vehicles, stairs, extreme weather, and driving in adverse conditions.
- Exposure to animals, including aggressive animals, bites, diseases, odors, dander, byproducts, and chemicals.
- Work may be performed independently or as part of a team.
- Exposure to intermittent noise and vibration, particularly when driving on unsurfaced roads.
- May be required to work on-call, including evenings, weekends, and holidays.

EQUIPMENT, TOOLS AND MATERIALS

- Uses computers, multi-line telephones, two-way radios, fax machines, photocopiers, cameras, sound equipment, tents, and printers.
- Operates various veterinary diagnostic and surgical instruments and animal care equipment safely and humanely.
- Handles forms, writing utensils, and standard office supplies during administrative tasks.
- May use nets, ropes, leashes, snares, snake tongs, humane traps, halters, tranquilizer guns, ladders, horse trailers, and cameras.
- Operates a County vehicle as needed.