

Veterinary Program and Records Manager Job Description

Reports To: General Curator

Department: Animal Care

Salary: \$21-\$23/hour

Job Status: Full-time, Non-Exempt

Union Status: Non - Union

Position Scope:

Under the supervision of the Utica Zoo's attending veterinarian and General Curator, the Veterinary Programming & Records (VPR) Manager oversees and manages the zoo's day-to-day veterinary program and records systems. The role is to ensure a quality delivery of general and veterinary animal care to a wide variety of animals including education program animals, sick and convalescing animals, and those in quarantine.

Essential Functions:

- For maximum animal welfare and safety of animals, staff, and visitors, the VPR Manager is responsible for the physical, manual, and/or chemical restraint of animals for capture, restraint, shipment, transfer, or treatment as required.
- Assists the attending veterinarian as required in surgeries and animal procedures and serves as the contact person between the vet and the animal care staff. Assists the veterinarian on routine rounds.
- Manages and supervises the data process for the ZIMS accounts for each animal and assures accurate and up-to-date animal medical reporting and procedures.
- Involvement in diet formulation and adjustments. Collaborates with the General Curator, attending veterinarian, and other Animal Care Managers to develop and modify diets, husbandry techniques, and area protocols.
- Ordering, inventory, and maintaining medical supplies.
- Perform routine diagnostic lab tests, prepare, and ship veterinary samples.
- Proper disposal of outdated drugs, chemicals, medical supplies, and sharps.
- Participate in zoo-wide leadership exercises including but not limited to master planning, strategic planning, collection planning, and welfare assessment protocol development.
- Represent the zoo to guests, donors, zoo community associates and the general public; answer questions, give formal and informal talks and attend functions as requested.
- As needed, direct, perform, and delegate all Animal Keeper duties necessary to maintain high standards of animal care and welfare. Maintain familiarity with all husbandry duties.

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- Collaborate with General Curator and veterinary staff in development and modifications of husbandry techniques and area protocols.

Supervisory Responsibilities: The VPR Manager will supervise all veterinarian technicians, quarantine zookeepers and interns within the UZ veterinary program. Additionally, this position provides supervision to zoo staff outside of the department who may be assisting with data entry in ZIMS. As part of the management team, the VPR Manager will participate in the hiring process for this department and has the responsibility to train, evaluate, recognize, coach, and conduct any approved disciplinary actions required including and up to termination.

Qualifications:

- New York State Veterinary Technician License must be achieved and maintained continuously.
- A minimum of 4 years' animal care experience as determined by Utica Zoo is required. Paid experience at an AZA accredited facility is also preferred. Exceptions will be made on a case-by-case basis.
- Good communication skills, an enthusiasm for interacting with the public and a willingness to give regular talks to guests, special groups, etc.
- Experience with operant conditioning and enrichment techniques is preferred.
- Must have strong written and oral skills.
- Demonstrate computer proficiency to complete the functions of this position.
- Must obtain and maintain a valid New York driver's license within six months of employ.

Education / Experience:

Four-year degree in biology, psychology, or related field is preferred; sufficient relevant experience will be considered.

Physical Requirements:

Must be able to work outdoors in all weather conditions and have the physical ability to perform strenuous work. Must be capable of lifting 50 lbs. or more.