



# MONTGOMERY COUNTY JOB POSTING NOTICE

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.  
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.**

<b>DEPARTMENT:</b>	Montgomery County Animal Shelter	<b>JOB GRADE:</b>	9
<b>JOB TITLE:</b>	Supervisor- Clinic Vet Tech	<b>BI-WEEKLY SALARY:</b>	\$1,407 - \$1,680
<b>LOCATION:</b>	8535 State Hwy 242 Conroe, TX 77385	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	Monday – Friday 8:00am – 5:00pm (schedule subject to change with some weekends required)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

## **Education, Experience and Skill Requirements**

- Associate’s Degree in Veterinary Science or equivalent preferred
- Candidates who have passed the Veterinary Technician National Examination as accredited by the American Association of Veterinary State Boards and/or the Texas State Regulatory Examination as accredited by the Texas Board of Veterinary Medical Examiners are preferred.
- Completion of an accredited Euthanasia Certification Program preferred
- Four years of directly related experience as a veterinary technician is required. Up to two years of leadership or administrative experience may be substituted on a year-for-year basis for the experience requirement
- Four years of prior supervisory experience is required.
- Customer service experience
- Physically able to lift/carry up to 50 pounds
- Knowledge of contagious diseases and isolation protocol
- Must be self-motivated and willing to work as directed
- MUST be a Team player, able to work in a fast-pace environment and multi-task
- Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place
- Knowledge of animal breeds and behavior helpful

## **Primary Job Duties**

- Supervises, schedules, and monitors the activities and attendance of Clinic Vet Technicians.
- Performs minor surgical preparation and treatment under the direction of a veterinarian.
- Maintains accurate records on animals scheduled for surgery or treatment.
- Maintains accurate records on animals, pharmaceuticals, equipment and supplies.
- Maintains accurate records on employees, training, and corrective discipline.
- Is a key player in hiring and termination decisions.
- Performs employee evaluations and issues corrective discipline
- Prepares reports, analyzes data, and provides support to the Chief Veterinarian
- Provides routine medical care and monitoring of the health and welfare of animals within the Shelter, under the direction of a veterinarian.
- Performs physical examinations, vaccinations, deworming, etc. to determine and evaluate the health condition of animals at the time of impound or prior to adoption or surgery.
- Implants microchips into adoption animal.
- Renders emergency care and treatment in life-threatening situations.
- Assists with or performs euthanasia when required
- Draw blood and perform diagnostic testing including but not limited to fecal testing, mange testing, heartworm testing and feline leukemia testing.
- Any other duties as assigned

**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position No:	6331-2725-1	Requisition No:	2602
Date Posted:	02/23/2018		
		Equal Employment Opportunity Employer	