



## CLASS TITLE | ANIMAL SERVICES LEAD VETERINARIAN

PAY GRADE: EX-52 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 07/22/2026

CLASS CODE: 2144

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**PURPOSE OF THE CLASSIFICATION:** Under general direction, oversees, and maintains the Tulsa Animal Services (TAS) veterinary clinic providing guidance on appropriate veterinary care to ensure the health and well-being of the animals housed at Tulsa Animal Services; and performs other related assigned duties.

### ESSENTIAL TASKS:

- Oversees and creates direction for the TAS clinic staff including Animal Services Veterinarian and veterinary treatment protocols
- Performs duties and responsibilities of Animal Services Veterinarian when necessary
- Establishes and implements community veterinary program including but not limited to spay/neuter services, vaccinations and minor health needs.
- Create policies and procedures that ensures the safety, effectiveness, and efficiency of all medical procedures and protocols from intake to discharge
- Provides guidance to TAS management on standard of care and veterinary knowledge, and provides guidance for preventative medicine and behavior modification on animals taken into TAS
- Prepares veterinary clinic statistical and operational information for the administration and applicable authorities, boards, and commissions, as needed
- Performs animal cruelty evaluations, ensuring accurate documentation for court proceedings, and, if needed, provides testimony
- Maintains and suggests revisions to protocols for rabies quarantines, including observation for clinical signs of the disease and accurate reporting to the required agencies
- Maintains medical record and drug use logs to standards of veterinary and sheltering practices
- Creates an environment that encourages communication and collaboration among all staff and volunteer positions and a culture that is service-orientated, relationship based, and customer centered
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited school of veterinary medicine; **and**
- (b) Five (5) years of experience relevant to the essential tasks in this job description, **including;**
- (c) One (1) year of experience in a high-volume Veterinarian Clinic or Shelter



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### Knowledge, Abilities and Skills:

#### Knowledge of:

- Applicable local, state, and federal laws and regulations regarding animals and narcotics
- Canine and feline herd health
- Common illnesses and injuries in companion animals
- How to diagnose illnesses
- Animal behavior
- The Association of Animal Shelter Veterinarians (ASV) guidelines and recommendations

#### Ability to:

- Provide compassionate care to injured or frightened animals
- Perform high volume spay and neuter
- Perform other soft tissue and orthopedic surgeries
- Communicate complex material in such a way as to gain understanding across a diverse range of listeners
- Rapidly adjust to high pressure, quickly changing environment
- Humanely and compassionately educate customers about diseases, treatments, or other medical issues
- Educate staff and customers regarding health and wellness through advising about sanitation measures, feeding, and general care
- Record and document actions and forms, reports, animal records, and applicable documents for public health official reporting
- Ensure compliance with best practice veterinary procedures, ethics, policies and relevant statutes
- Adhere to and support City policies and procedures
- Establish and carry out quarantine or testing procedures to combat the spread of disease according to established government regulations
- Establish medical protocols for TAS and educate staff on compliance
- Make recommendations to management on best practices and processes

#### Skill in:

- Communicating professionally and courteously with staff, management, and customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use surgical and laboratory instrumentation, keyboard and telephone; frequent lifting and carrying up to 50 pounds and occasionally exerting force up to 100 pounds; frequent pushing and pulling up to 20 pounds; may be subject to extended periods



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of walking and standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks. Must be able to handle emotionally difficult casework and situations.

### Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license
- b) Possession of a Doctorate in Veterinary Medicine; **and,**
- c) Be licensed to practice veterinary medicine in the state of Oklahoma; **and,**
- d) Obtain and retain in good standing required licensing with the Drug Enforcement Agency (DEA); **and,**
- e) Federal Accreditation through USDA-APHIS (United States Department of Agriculture – Animal and Plant Health Inspection Services) within twelve (12) months of date of hire; **and,**
- f) Obtain and retain the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) within six (6) months of date of hire.

**WORKING ENVIRONMENT:** Working environment may be either indoors or outdoors and in inclement weather. May be exposed to aggressive animals, blood, feces, narcotics, loud noises, strong smells, and disruptive environments.

**EEO Code: E-02**

**Group: Cultural, Legal, and Sciences**

**Series: Medical**