
Auburn University Job Description

Job Title: **Dir, Hospital/Clinic**

Job Family: No Family

Job Code: **IA05**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

Job Summary

Provides direction and oversight for the day-to-day operations of the Veterinary Teaching Hospitals within the Department of Clinical Sciences.

Essential Functions

1. Facilitates integration of patient care, veterinary education and clinical research within the hospital.
2. Evaluates and sustains quality patient care and clinical service in conjunction with section leaders.
3. Oversees maintenance and safety of facilities, vehicles, and equipment, to include prioritizing new equipment acquisitions through the Hospital Board.
4. Oversees farming operations including land development, neighbor relations, animal donation, sales, and AAALAC (Association for Assessment and Accreditation of Laboratory Animal Care) control.
5. Maintains hospital budget related to daily operations of the Veterinary Teaching Hospitals.
6. Supervises and participates in oversight of construction and maintenance projects including developing plans and organizing building committees.
7. Directs safety and security programs, biosecurity, and infection control programs.
8. Ensures the security of controlled substances, working directly with hospital pharmacists, through surveillance and pharmacy control procedures as dictated by the Drug Enforcement Administration.
9. Manages IT operations associated with hospital and patient operations.
10. May serve as a member of the college's Executive Committee and Chair of the Hospital Board.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Doctorate of Veterinary Medicine (DVM)	Degree in Veterinary Medicine
Experience (yrs.)	7	Experience in Veterinary Medicine

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of animal care hospital/clinic operations and management.

Certification or Licensure Requirements

Must be licensed as a veterinarian or eligible for licensure in the state of Alabama.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, sitting, reaching, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011
