VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - REGISTERED VETERINARY TECHNICIAN

BASIC FUNCTION:

Under the general supervision of a Zoo Operations Supervisor and work direction of an Instructor, an Instructional Lab Technician II – Registered Veterinary Technician, in collaboration with the Veterinarian for America’s Teaching Zoo, provides medical care to the America’s Teaching Zoo animals; oversees and provides guidance to students in the medical care for domestic and non-domestic animals for the Exotic Animal Training and Management (EATM) animal collection; maintains medical records, medical inventories, and supplies; restrains animals for medical procedures; operates veterinary equipment; implements and oversees routine preventive medical care; assembles materials, supplies, and equipment used in demonstrations and classroom assignments.

REPRESENTATIVE DUTIES:

Prepare and set up lab for animal care procedures by assembling supplies, sterilizing instruments, and solutions, and setting up equipment; inspect, clean, and store used supplies and equipment; maintain the Animal Health Center, storerooms, and work areas clean and orderly; maintain zoo medical supplies, remove, and properly dispose of expired drugs and supplies, prepare requisitions for supplies and materials, and prepare periodic inventory reports. E

Assist in the handling, restraining, and treatment during animal care procedures performed in the laboratory. E

Assist in the instruction of veterinary procedures and techniques, such as catheter placement or dental cleaning, and related animal care procedures. E

Implement and manage a preventive medicine program, including vaccinations, fecal parasite exams, and other related exams; schedule and coordinate routine exams, tests, and maintenance procedures. E

Assist students to properly administer medications to zoo animals, conduct laboratory sample submissions and analyze routine samples; implement established instructional laboratory policies, and the appropriate use of veterinary care equipment; assist student assistants working in the zoo laboratory in the use of the instructional laboratory, facilities, and equipment. E

Operate, monitor, and maintain a variety of technical veterinary laboratory equipment and the Animal Health Center and maintain pathology records, necropsy equipment, protocols, and submit pathology samples. E

Assist the veterinarian in complying with health and safety practices as required by Drug Enforcement Agency (DEA), United States Dept. of Agriculture (USDA), California Occupational Hazard Agency (CALOSHA), and the State of California Veterinary Board. E

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(continued)

Write and maintain animal medical records in a manner that meets all regulatory requirements and 
oversee assigned students who work on medical records in a manner that meets all applicable 
regulatory requirements. 

Work with students and staff to triage animal problems for the veterinarian, and resolve those 
within his/her expertise, or refer husbandry, behavior or training questions to appropriate zoo 
operations staff and faculty. 

Monitor the condition of animals with chronic health problems. 

Assist zoo operations staff with veterinary concerns during weekends, holidays and vacation 
periods when the veterinarian is unavailable. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in the care, handling, and restraint of animals
Nursing care for small and large animal species used in the zoo laboratory
Preventive medicine programs
Animal nutrition, health and safety practices
Modern office practices, procedures and equipment
Principles of record keeping
Regulatory requirements for writing and maintaining medical records
Health and safety practices and precautions required by DEA, USDA, CalOSHA, and AVMA

ABILITY TO:

Communicate effectively, both orally and in writing
Give clear and concise instructions
Establish and maintain effective working relationship with students, instructors, and zoo 
   operations staff
Work independently with little direction
Follow complex instructions in the preparation of lab equipment set-ups
Effectively utilize modern office equipment, computer equipment and software in the performance 
   of duties
Plan and organize work
Prepare and maintain records and files
Operate immobilization equipment and properly administer medication during an anesthetic 
   procedure
Understand and follow oral and written directions
Work cooperatively with others
Provide work directions to others
Lift, hold, and restrain animals
Communicate effectively both orally and in writing
Establish and maintain effective working and cooperative relationships with others
Meet schedules and time lines
Maintain records and prepare reports
Analyze situations accurately and adopt an effective course of action
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EDUCATION AND EXPERIENCE

Any combination equivalent to: associates degree in biology, zoology, animal husbandry or closely related field and a minimum of three years full time work experience in an animal hospital under the supervision of a veterinarian.

LICENSES AND OTHER REQUIREMENTS

Registered Veterinary Technology license from an American Veterinary Medical Association accredited program
Valid CPR certificate
Valid First Aid certificate

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor animal facility, small animal health center, and office environment
Subject to offensive odors from animals and feces
Variable hours that could include weekends and holidays

PHYSICAL ABILITIES:

Lift and carry animals, supplies and equipment weighing up to 50 pounds
Hearing and speaking to communicate with students
Seeing to observe students, animals, and medical facility conditions
Holding and restraining animals for treatment
Dexterity of hands and fingers to operate and repair equipment and to administer treatments to animals
Standing for extended periods of time

HAZARDS:

Exposure to animals exhibiting unpredictable temperaments
Exposure to cleaning and disinfecting agents