
POSITION DESCRIPTION

Position Title: Animal Hospital Manager
Department: Animal Health
Reports to: Staff Veterinarian
Exemption Status: Exempt (Salaried)

Position Summary:

Responsible for managing The Florida Aquarium's animal hospital. Works closely with the Staff Veterinarian, veterinary technicians and a diverse team of biologists and researchers dedicated to responsible husbandry and animal health practices. This position also performs essential job functions in accordance with standards of the Association of Zoos and Aquariums (AZA) and as required by various regulatory agencies.

Essential Position Functions:

This position oversees the management and operation of the Aquarium's animal hospital, to include:

- Management of all Veterinary Technicians including goal setting and conducting performance appraisals, monthly meetings and schedule management to ensure adequate staffing.
- Schedules and discusses with Staff Veterinarian team meeting agendas, staff training and development, training of new hires
- Oversight and management of the Animal Health department's volunteer, and technician intern programs
- Development, monitoring and management of the hospital's annual budget, and maintaining accurate up to date accounting records and tracking
- Performs other duties as assigned.

Education Requirements and Technical Skills:

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- Must be or a graduate of an AVMA-accredited veterinary technical program preferred
 - Minimum three years of experience working in a veterinary hospital
 - Minimum three years of experience directly supervising staff.
 - Proficient in Microsoft Office software (Excel, PowerPoint, Outlook, etc).
 - Demonstrated competence in budgeting and financial reporting.
 - Hands on experience

Core Value Competencies

Customer Service Orientation, Teamwork, Communication (oral and written), Leadership (Individual), Professional/Technical Knowledge and Competency, Analysis, Planning and organizing.

Typical Physical Requirements:

Sitting (4 hours per day), Standing (4 hours per day), Walking (4 hours per day), Bending/Stooping — Occasionally, Squatting — Occasionally, Climbing stairs — Frequently, Reaching above shoulders — Occasionally, Crouching — Occasionally, Kneeling — Occasionally, Pushing/Pulling — Occasionally, Carrying (up to 25 lbs.) — Occasionally, Lifting (up to 25 lbs.) — Occasionally