

ASSISTANT DIRECTOR, ANIMAL HEALTH BOARD

KIND OF WORK

Management, supervision, policy development and planning level work for implementation of statewide programs which protect the health of the domestic animals of the State of Minnesota.

NATURE AND PURPOSE

An employee in this class is responsible for planning, directing, and implementing statewide programs to detect, evaluate, control and eradicate diseases occurring in livestock, poultry or companion animals, including foreign animal diseases. An employee in this class is responsible for developing methods and protocols in determining program evaluation, recommending and establishing implementation and evaluation policies for new and existing programs, and serves as professional advisor to animal health professionals, producers, and the public on disease prevention and control. This class will typically serve on the Animal Health Board Executive staff and occupy an animal discipline Program Director position. An employee in this class will direct a team of veterinarians, veterinary technicians, field compliance and administrative staff.

Responsibility extends to reducing human pathogens which occur in animal populations through designing, supervising and maintaining compliance in surveillance, control and eradication of zoonotic pathogens.

EXAMPLES OF WORK

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manage, direct and implement Animal Health Board programs for the recognition, detection, control and eradication of domestic animal diseases.

Provide veterinary leadership, direction and technical expertise to the Board in order to protect, maintain and improve the health of the state's domestic animal population.

Exercise supervisory authority of the Board's employees, direct activities of federal and state employees for cooperative state/federal programs, and provide technical direction and guidance to animal health professionals and providers.

Educate livestock market owners, dealers, exhibitors and producers regarding rules and policies on importation and movement of domestic livestock.

Collaborate on epidemiologic research in cooperation with the University of Minnesota, the United States Department of Agriculture and other animal industry stakeholders to increase knowledge necessary for detection and control of animal diseases in the state.

Prepare budgetary proposals and requests, and seek appropriations for the Board's budget so that effective and efficient operations are achieved, keeping costs within budgetary guidelines.

Represent the Animal Health Board in state and national animal health and professional health organizations to inform participants of current and emerging disease control activities and to promote the Board's animal health objectives in state and federal legislation.

Develop animal health statutes, rules and regulations at the national and state level by active participation with the United States Department of Agriculture, the United States Animal Health Association, the American Veterinary Medical Association and the Minnesota Veterinary Medical Association and other professional veterinary and livestock organizations.

Serve as acting Executive Director of the Animal Health Board in their absence.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the principles and techniques of veterinary medicine, epidemiology, laboratory testing/interpretation and public health medicine.

Extensive knowledge of disease surveillance systems, including design and methods of analysis.

Extensive knowledge of state and federal laws and rules pertaining to animal disease health programs.

Thorough knowledge of the Animal Health Board's goals and objectives, organizational structure and program delivery models.

Thorough knowledge of management and supervisory techniques.

Knowledge of state and federal legislative processes, and budgeting and administration principles and practices.

Knowledge sufficient to administer labor contracts or plans fairly and equitably and in accordance with statewide employer policy.

Skill in:

Collaboration skills sufficient to promote interdisciplinary cooperation between other state and federal stakeholders and the public.

Development of Board program and initiative²s within a resource constrained environment of budget and personnel.

Administrative skills sufficient to deal with personnel matters (hiring, promoting, discipline, etc.), supervising, and training of personnel.

Ability to:

Ability to establish and maintain effective working relationships with animal health professionals, state and federal officials, livestock producer groups and producers, and the general public.

Ability to effectively organize and direct operations in the field, office setting or laboratory.

Ability to organize seminars, in-service training venues and workshops in relevant technical areas for veterinarians and other animal health professionals.

Ability to prepare reports, grants, contracts, news releases, and summaries of disease outbreak investigations for presentation to the public.

Ability to efficiently use common computer software packages for word processing, spread sheets, applications, and presentations.

Evaluate the applicability of veterinary and epidemiological studies to observe and analyze disease patterns.

Ability to prepare and administer a budget.

LICENSURE REQUIREMENTS

(These must be met by all employees prior to attaining permanent status in the class)

Doctor of Veterinary Medicine degree (D.V.M. or equivalent) is required.

Valid licensure to practice veterinary medicine in Minnesota.

Current veterinary accreditation in Minnesota as an agent for the USDA, APHIS is desired.

Est.: 08/00

Rev.:

T.C.:

Former Title(s):