



Spay/Neuter Manager Oakland and Dublin

The [East Bay SPCA](https://eastbayspca.org) is looking for a Manager of our Spay/Neuter clinics in Oakland and Dublin CA. The Spay/Neuter Manager has an integral role in the success of the East Bay SPCA's mission to decrease pet overpopulation and offer an affordable option for Alameda and Contra Costa County residents. With their dedicated leadership, they have a direct positive impact on the local community.

The Spay/Neuter Manager is responsible for daily operations of the Oakland and Dublin spay/neuter clinics. This includes client care, team management, and patient care. This individual is accountable for achieving organizational objectives, delivery of excellent client and animal care, OSHA compliance, stewardship of the spay/neuter facilities' resources, and leadership of the team. The Spay/Neuter Manager directly oversees all members of the spay/neuter team, as well as the associate veterinarians for non-medical issues.

Key Qualifications

- At least two years in a management or supervisory position, preferably in a veterinary clinic or an animal welfare setting.
- Excellent written and verbal communication skills with clients, team, and volunteers.
- Proficient in Microsoft Office applications. Familiarity with Ezyvet software a plus.
- Demonstrable knowledge of applicable veterinary technical skills and practice.
- Ability to work independently or effectively with other employees to accomplish daily tasks as well as accomplishing strategic plans.
- Ability to travel between facilities as needed; must have valid CA driver's license.

Key Responsibilities

Program Management

- Collaborates with the shelter management team at the Oakland and Dublin facilities to ensure that shelter animals are spayed/neutered in an acceptable period.
- Works with rescue groups and partners to provide services while maintaining budgeted revenue goals and oversee renewal of rescue contracts.
- Ensures that operation of both spay/neuter clinics are compliant with statutory and regulatory requirements, as well as East Bay SPCA's mission, values and policies.
- Demonstrates efficient and appropriate interaction with clients, promoting good public relations.
- Develops, implements and manages programs and work methods, and encourages team input to improve the standard of animal and client care in accordance with East Bay SPCA's strategic goals.

Staff/Client Management

- Prepares staff work schedules and assignments to ensure adequate staff levels to achieve animal and client care goals and a compliant workplace.
- Responsible for team recruitment, on-boarding, training, and performance management, including timely performance evaluations, coaching, feedback, and discipline.

To apply: <https://eastbayspca.org/who-we-are/about-us/careers/>