



## **POSITION DESCRIPTION**

Title: Animal Shelter Manager

Department: Animal Control

Job Analysis: 07/2017, 06/2018, 03/2019, 10/2019, 09/2021, 11/2021, 09/2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Administrator

Subordinate Staff: Office Manager, Animal Resource Officer, Animal Placement Specialist, Senior Animal Control Technician, Animal Control Technician, Office Assistant IV

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Exempt (~~S315~~ S317)

### **Job Summary**

This position is responsible for supervisory and administrative work in directing the activities of the Animal Shelter.

### **Job Domains**

1. Supervises the general operations of the Animal Shelter.
2. Facilitates a team environment and assists all subordinate staff as needed.
3. Coordinates with the Advisory Board, the County Administrator, and the Animal Resource Supervisor to develop and implement departmental policies and procedures.
4. Liaises with the Advisory Board.
5. Enforces the laws, ordinances, rules and regulations relating to the humane care, treatment and control of animals.
6. Plans, organizes, schedules, and directs the training and work of subordinate staff with input from the staff as needed.
7. Develops and submits annual the budget proposal.
8. Manages expenditures, revenues, and compiles and submits monthly, quarterly and annual statistical reports.

9. Maintains control over the receipt and disbursement of all monies and fees, including deposits and the review of invoices.
10. Oversees the collection and confinement of animals to assure compliance with laws, ordinances and regulations.
11. Receives complaints and explains regulations regarding the impounding and treatment of animals and service provided to concerned citizens.
12. Establishes and maintains professional relationships with other agencies and organizations as it relates to animal control.
13. Prepares Commission agenda items as necessary.
14. Maintains TNR (Trap-Neuter-Release) Program when such program has been approved by the Commission, activities to include monitoring invoices, tracking the cats and the cost of the program, and assigning staff and/or assisting as needed with trapping and transporting TNR animals to the veterinarian office(s).
15. Monitors activities of and performs when necessary, duties related to the proper disposal of animals in accordance with regulations and prescribed methods.
16. Remains on call for shelter related emergencies.
17. Assists with investigations as needed in conjunction with the Sheriff's Office and local Health Department.
18. Testifies in court when required.
19. Prepares and maintains records.
20. Transports animals to the veterinarian as needed.
21. Performs related work as required.

### **Knowledge, Skills, and Abilities**

1. Expert knowledge related to team management and the supervision of staff.
2. Good knowledge of Microsoft office applications, data processing principles, and computer functions.
3. Good knowledge of shelter operations and general accounting principles.
4. General knowledge of domestic animals and the care of those animals.
5. General knowledge of domestic animal diseases.
6. Ability to learn and update necessary County software applications and systems.
7. Ability to maintain financial records, audit invoices, and prepare and administer budgets.
8. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
9. Ability to maintain professionalism in all aspects of work.
10. Ability to interpret and enforce animal control laws, ordinances and regulations.
11. Ability to plan, organize and direct the work of others.
12. Ability to compile and present oral and written reports.
13. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
14. Hear well enough to respond to verbal communication and to use the telephone.
15. Body movement to bend, stoop and move about.
16. Manual dexterity to write and type.
17. Must be able to lift up to 50 pounds, with or without accommodation.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent.
3. Minimum of five (5) years' experience dealing with a variety of animal situations, including three (3) years' experience in a supervisory capacity; or a combination of education and experience equivalent to these requirements.
4. Completion of Animal Control Academy within the first twelve (12) months of employment.

## **POSITION DESCRIPTION**

Title: Animal Control Officer

Department: Animal Control

Job Analysis: 11/2011, 07/2017, 06/2018, 03/2019, 10/2019, 11/2021, 09/2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: Senior Animal Control Officer, County Administrator

Subordinate Staff: None

Internal Contacts: County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (~~303~~ 305)

### **Job Summary**

This is entry level work enforcing animal control laws, ordinances, and regulations. Employees in this class patrol a defined geographic area and respond to and investigate complaints and possible violations related to animal control. Employees in this class may perform other duties related to the care and maintenance of the animal shelter facility and impounded animals as assigned.

### **Job Domains**

1. Patrols a defined geographic area to ensure compliance with animal control laws, ordinances, and regulations; responds to and investigates animal complaints and possible violations of state law concerning stray dogs and cats without rabies tags and dogs running at large; prioritizes complaints received from the public.
2. Issues warnings and/or citations for state animal control law violations.
3. Captures, handles, and transports stray, sick, injured, diseased, vicious, feral, and domesticated animals and transports them to the animal shelter or veterinarian if needed.
4. Communicates with the public concerning animals at the shelter, state laws, and information regarding responsible pet ownership.
5. Keeps records of calls and complaints received and actions taken and ensures the data is entered into the shelter computer software.

6. When not performing patrols, cleans and disinfects cages, floors, and walls of kennels under the direction of the Animal Resource Supervisor or Senior Animal Control Technician as assigned.
7. When not performing patrols, interacts with the public to provide adoption of available pets under the direction of the Animal Resource Supervisor or Senior Animal Control Technician as assigned.
8. When not performing patrols, assists the Animal Placement Specialist as needed.
9. Transports animals to the veterinarian in the mornings prior to performing animal control patrols and transports at other times during the day when not performing patrols.
10. Performs related duties as assigned.
11. Testifies in court when required.

### **Knowledge, Skills, and Abilities**

1. Some knowledge of the laws, ordinances and regulations governing the custody and disposition of animals.
2. Some knowledge of safety practices and procedures in dealing with animals.
3. Some knowledge of the geography of the area assigned to patrol.
4. Ability to learn and use software applications.
5. Ability to read, interpret and explain animal control laws, ordinances and regulations.
6. Ability to make clear, concise reports.
7. Ability to operate a two-way radio.
8. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
9. Ability to work in varying weather conditions, to include heat and cold temperatures.
10. Ability to understand and carry out oral and written instructions.
11. Ability to safely operate a motor vehicle and travel to locations within the community.
12. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
13. Manual dexterity to write and type.

### **Other Characteristics**

1. Must have own transportation.
2. Be willing and available to attend training related to job.
3. Willingness to work overtime and non-standard hours as required.
4. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Qualifications**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Minimum of six (6) months of experience in the animal control field (or in the care and handling of domesticated animals).