

Commission Administration
County Administrator
727
Grade S325

Animal Shelter/ Control
Animal Shelter Manager
5351
Grade S315

Animal Shelter/ Control
Animal Resource Supervisor
5426
Grade 309

Animal Shelter/ Control
Senior Animal Control Officer
5459
Grade 306

Animal Shelter/ Control
Senior Animal Control Officer
5354
Grade 306

Animal Shelter/ Control
Sr. Animal Control Technician
5356
Grade 307

Animal Shelter/ Control
Animal Control Technician
5357
Grade 304

Animal Shelter/ Control
Animal Placement Specialist
5353
Grade 305

Animal Shelter/ Control
Animal Control Officer
5355
Grade 303

Animal Shelter/ Control
Animal Control Technician
5358
Grade 304

Animal Shelter/ Control
Animal Control Technician
5437
Grade 304

Animal Shelter/ Control
Office Manager
5352
Grade 306

Animal Shelter/ Control
Animal Control Officer
608
Grade 303

Animal Shelter/ Control
Animal Control Technician
5438
Grade 304

Animal Shelter/ Control
Animal Control Technician
5601
Grade 304

Animal Shelter/ Control
Office Assistant IV
5526
Grade 305

POSITION DESCRIPTION

Title: Animal Shelter Manager

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019, October 2019, **September 2021**

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 Officer, Senior Animal Control Technician, Animal Control Officer, Animal Control Technician, PT Office Assistant III, PT Animal Control Technician

Other Internal Contacts: All County Employees

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

Status: Classified/Exempt (**S315**)

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.