

ANIMAL SHELTER MANAGER

Department: Animal Shelter

Job Code: 179

Pay Grade: 107

FLSA Status: Non-Exempt

Reports To: Commission Chairman

JOB SUMMARY

Oversees the County Animal Shelter. Prepares and administers animal control budget. Develops policies and operating procedures for department.

ESSENTIAL JOB FUNCTIONS

- Oversees animal shelter.
- Oversees vehicle care and maintenance.
- Oversees promotional materials, website and Facebook content, media relations and communications.
- Oversees daily operations, staff supervision, training and organizational culture.
- Represent Marshall County Animal Shelter as primary spokesperson when appropriate.
- Assists in policy formation governing best practices.
- Develops long-term shelter plans.
- Prepares and manages annual budgets, financial reporting and grant applications.
- Maintains all shelter records, contracts, projects and volunteer records.
- Stays informed and trained on all applicable laws and policies.
- Keeps Commission office informed on all operations.
- Identify and recruit volunteers, rescue groups with plans to continue moving dogs and cats out to qualified homes.
- Determines work assignments and priorities and assures that assignments are completed in a timely and accurate manner.
- Supervises and schedules work for subordinate personnel.
- Monitors and evaluates the performance of subordinate personnel.
- Counsels subordinate personnel regarding job performance and documents in accordance with established procedures.
- Recommends disciplinary action as needed.
- Establishes appropriate policies and procedures for department operation, including adoption programs.
- Posts signs and distributes flyers and pamphlets as appropriate, for animal recovery and adoption.
- Arranges for recovery of animals by owners or adoption of strays whenever possible.
- Arranges for and coordinates veterinary care as needed.
- Euthanizes, or coordinates euthanasia of animals as appropriate.
- Quarantines, or coordinates quarantine of animals for observation according to established guidelines.
- Inspects kennels and pet shops as required to ensure proper treatment of animals
- Maintains records and prepares reports regarding department activities such as impounded animals, number euthanized, number recovered by owners, number adopted, etc.
- Organizes and assigns activities of volunteers.
- Accounts for funds collected as fees in accordance with established procedures.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and three (3) years of experience in animal control or veterinary services, or an equivalent combination of education and experience.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Certification as a Chemical Capture Technician (preferred at time of hire, but if not, must be obtained within one (1) year following hire date).
- Certification as an Animal Control Officer (preferred at time of hire, but if not, must be obtained within one (1) year following hire date).
- Certification as a Euthanasia Technician (preferred at time of hire, but if not, must be obtained within one (1) year following hire date).

Special Requirements:

- None.

Knowledge, Skills and Abilities:

- Knowledge of animal control regulations, techniques, and enforcement.
- Knowledge of the principles of management and supervision.
- Knowledge of requirements for maintaining an animal shelter in a safe, clean, and orderly condition.
- Knowledge of County geography and street and road locations.
- Knowledge of the techniques of safe handling and maintaining the general welfare of animals.
- Knowledge of the principles of communication.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of the principles and practices of bookkeeping and accounting.
- Knowledge of the work hazards associated with animal control.
- Ability to read, understand, and interpret codes, laws, regulations, policies, and procedures of animal collection, impoundment, quarantine, and disposal.
- Ability to establish and maintain effective working relationships with the public, public officials, and employees.
- Ability to supervise subordinate staff.
- Ability to deal with citizens in a courteous and pleasant manner.
- Ability to capture, secure, feed, care for, and transport domestic and non-domestic animals.
- Ability to establish and maintain a variety of records.
- Ability to account for money collected and manage departmental budget.
- Ability to operate a variety of tools, capture equipment, and related gear used for capture and securing animals.
- Ability to apprehend animals, including walking, running, crawling, etc.
- Ability to load/unload animals into truck and cages.
- Ability to lift 50 pounds, with or without an accommodation.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, grasping, hearing at a level to discriminate sounds, kneeling, lifting, mental acuity, pulling, reaching, speaking, standing, stooping, and talking at a level to exchange ideas. Visual acuity at a level to operate motor vehicles. Body movement or mobility to be able to move about on all types of different terrain. Stamina to withstand adverse weather conditions such as heat and cold when enforcing animal control laws.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Work requires traveling between locations. Work may be performed outside in a hazardous work environment with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light, animal bites, or rude/hostile citizens. Work requires traveling between locations.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.