

## **Job Description**

### **ANIMAL CONTROL DIRECTOR**

SUPERVISOR TITLE: COUNTY ADMINISTRATOR

STATUS: Non-Civil Service FLSA – Exempt; Pay: Range 19

#### **SUMMARY:**

Supervises the general operations of the Animal Shelter; enforces the laws, ordinances, rules and regulations relating to the humane care, treatment and control of animals; plans, organizes, schedules and directs the training and work of subordinate employees; coordinates activities with law enforcement; develops and submits annual budget proposal; maintains control over the receipt and disbursement of all monies and fees; oversees the collection and confinement of animals to assure compliance with laws, ordinances and regulations; receives complaints and explains regulations regarding the impounding and treatment of animals and service provided to concerned citizens; arranges the sale or adoption of animals through publicity, personal contact or advertisement; serves as a liaison with volunteer groups and pet rescue organizations; perform public relations duties; represents Animal Shelter at community and board meetings; directs the destruction of animals in accordance with regulations and prescribed methods; remains on call for the care, removal or disposal of animals; investigates circuses and other animal troops for possible health hazards; prepares and maintain records; performs related work as required. Work requires considerable interaction with the public and other County departments. Work is performed under the general direction of the County Administrator.

#### **DUTIES:**

(May not include all of the duties listed nor do the listed examples include all tasks for the position)

- Monitors the feeding, watering, exercising, and grooming of impounded animals by subordinate staff, and performs duties as needed.
- Evaluates animal behaviors, health, etc.
- Monitors animals for illness, disease, and/or injury.
- Monitors and enters data and information into a computerized system for animals processed into the shelter.
- Ensures animals are properly tagged and penned.
- Assists with animals when needed.
- Maintains and monitors supplies and inventory related to food, medications, and vaccinations.
- Administers medications and vaccinations.

- Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
- Assists in offsite adoption and fundraising events when necessary.
- Maintains work scheduling and training of employees.
- Uses appropriate tools to handle animals in a manner that protects the safety of the employee, animal, coworkers, and the public.
- Transports animals to the veterinarian.
- Prepares and maintains data as necessary.
- Evaluates subordinate employee performance.
- Investigate reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports.
- Capture and remove stray, uncontrolled, or abused animals from undesirable conditions, using nets, nooses, or tranquilizer darts as necessary.
- Write reports of activities, and maintain files of impoundments and dispositions of animals.
- Prepare for prosecutions related to animal treatment, and give evidence in court.
- Contact animal owners to inform them that their pets are at animal holding facilities.
- Educate the public about animal welfare, and animal control laws and regulations.
- Respond to questions from patrons, and provide information about animals, such as behavior, habitat, breeding habits, or facility activities.

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

- Knowledge of animals and experience in handling them as well as the equipment used
- Knowledge of the administration of controlled substances to animals
- Knowledge of laws and ordinances governing the control of animals
- Knowledge of general police powers authorized concerning animals
- Ability to maintain financial records and prepare and administer budgets
- Ability to supervise subordinate personnel
- Ability to instruct and train employees
- Ability to develop work procedures and methods
- Ability to establish and maintain effective working relationships with public officials, employees and the general public
- Skill in operating animal control traps — Animal capture nets; Animal traps;
- Skill in the use of cages or its accessories — Animal cages
- Skill in the use of compressed air gun — Blowguns
- Skill in the use of dog catching pole — Animal catch poles; Noose poles
- Skill in the use of Leashes or leads — Leashes

- Skill in the use of Medical acoustic stethoscope or accessory — Veterinary stethoscopes
- Skill in the use of Muzzles — Dog muzzles
- Skill in the use of Two way radios — Mobile radios

### **Minimum Qualifications**

High school diploma or GED and three years of experience dealing with a variety of animal situations, including a minimum of one year experience in a supervisory capacity; or a combination of education and experience equivalent to these requirements.

### **Special Requirement**

Euthanasia Certification required; possess a valid driver's license and be insurable by the County's insurance standards.