



CALHOUN COUNTY, ALABAMA

JOB DESCRIPTION

Shelter Manager

Department: Calhoun County Animal Control

Reports to: County Animal Control Director

Class: Non-Civil Service; Exempt - FLSA

Pay: Range 14

Please send resumes to: hr@calhouncounty.org or apply in person in the Commission Office located:

1702 Noble Street, Suite 103 Anniston, AL 36201

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

JOB SUMMARY

Supervises the day to day office duties of the shelter; enforces the laws, ordinances, rules and regulations relating to the humane care, treatment and control of animals; communicates and educates the public on the care of animals and the law that pertains to them; ascertains that equipment and facilities are properly used and maintained; answers complaints of nuisances and stray animals; investigates and handles difficult situations or and noncompliance cases; makes periodic reports as required; insures that calls for service and complaints are answered quickly and efficiently; reviews and studies local law and state laws, rules and regulations pertaining to animal control; quarantines biting animals suspected of rabies and coordinates with Health Department; maintains appropriate records for animals; assist with feeding animals. Work requires considerable interaction with the public and other County departments. Work is performed under the general direction of the County Animal Control Director.

ESSENTIAL FUNCTIONS

The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

- Supervises the day-to-day office duties of the shelter and subordinate staff,
- Maintains appropriate records on capture and remove stray, uncontrolled, or abused animals,
- Evaluates animals' behaviors, health, etc.
- Monitors animals for illness, disease, and/or injury,

- Monitors Volunteer Management such as hire, train, supervise, and schedule volunteers, ensuring effective teamwork and positive interactions.
- Inputs and monitors data entry,
- Ensures animals are properly tagged and penned.
- Maintains supplies and inventory.
- Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
- Sets up offsite adoptions and fundraising events when necessary.
- 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.
- Works on weekends on a rotational basis as assigned.
- Investigate reports of animal attacks or animal cruelty, interview witnesses, collect evidence, and write reports.
- 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.
- Performs other duties assigned

REQUIRED 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 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 public.
- Skill in operating animal control traps - Animal capture nets; Animal traps; Bat excluders
- Skill in the use of cages or their accessories - Animal cages
- 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 Muzzles - Dog muzzles
- Skill in the use of Tongs - Snake tongs Skill in the use of Two-way radios - Mobile radios

EXPERIENCE AND TRAINING

Highschool Diplomas or GED and two years' experience dealing with a variety of animals situations, or a combination of educations and experience equivalent to these requirements. Must possess a valid driver's license and be insurable by the county's insurance standards.