

# Sevier County Job Description



<b>Title:</b> Animal Shelter Manager	<b>Department:</b> County Sheriff
<b>Grade:</b> 17	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 945	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

## **GENERAL PURPOSE**

Performs a variety of **routine administrative and technical field duties** related to the planning, coordinating and implementing county-wide animal shelter operations.

## **SUPERVISION RECEIVED**

Works under the general guidance and direction of an assigned Sergeant and general supervision of the Chief Deputy or County Sheriff.

## **SUPERVISION EXERCISED**

Provides close to general supervision to all Animal Shelter Attendant(s).

## **ESSENTIAL FUNCTION**

- Manages the day-to-day animal care and shelter operations;
- Develops goals and objectives related to quality, efficiency and effectiveness of operations;
- Ensures that the humane standards of care are met for all animals;
- Recommends policies, procedures and implementation strategies;
- Prepares employee work schedules and assigns personnel;
- Evaluates employee performance and makes recommendations related to retention, advancement, discipline, promotion and other personnel actions;
- Monitors performance and provides coaching for performance improvement and development;
- Performs ongoing program evaluations to assure compliance with established public safety and health policy related to human safety and the care and treatment of animals;
- Promotes animal adoption program;
- Performs euthanasia according to established policy;
- Develops and implements community involvement and volunteer programs;
- Maintains ongoing public awareness activities utilizing local media for public announcements, educational and adoption efforts;
- Issues kennel and animal licenses;
- Determines kennel license applicant's ability to meet established standards to operate within the kennel license guidelines;
- Collects and accounts for fees and fines received;
- Organizes and operates or coordinates licensing and rabies clinics;
- Assures proper methods for quarantine and shipment of animal parts for medical lab testing;
- Creates, maintains and provides reports related to each animals stay and status at the shelter;
- Responsible for accounting of all revenue received and spent at the County shelter and insures daily deposits of the same with the County Treasurer;
- Monitor department supply usage, determines needed materials and orders the same;
- Performs shelter and building maintenance, including lighting, electrical, plumbing, heating, cooling, painting, etc.;
- Performs various seasonal duties, i.e., snow removal of walks and parking lot.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Graduation from high school or equivalent plus four (4) years of supervisory/management experience performing above or related duties.

\* An equivalent combination of education and experience may be considered.

### **2. Required Knowledge, Skills, and Abilities:**

#### **Working knowledge of**

- Animal shelter operations and practices;
- Local geography;
- Operation of motorized vehicles;
- Basic animal care;
- Animal behavior and animal handling techniques;
- Operation and maintenance of kennel and feline facility;

- First aid for sick, injured and possibly contagious animals;
- Animal nutrition requirements;
- Parvo and rabies control;
- Maintenance of equipment used in animal handling and shelter operations;
- Euthanasia methods and related chemicals;
- Record keeping and inventory control procedures;
- Training methods and techniques, practices, procedures, and safety precautions associated with animal handling;
- Principles of supervision;
- Specialized management requirements associated with animal shelter, carcass disposal;
- Management and accounting practices;
- Interpersonal communication skills and public relations;
- P.C.'s and related data base and spread sheet programs.

**Skill in**

- Record keeping and report writing;
- The use of specialized animal control equipment;
- The use and application of tranquilizers and lethal drugs.

**Ability to**

- Deal effectively with hazards and stress related to public safety employment and animal control;
- Maintain accurate records;
- Operate a two-way radio;
- Understand common radio code;
- Learn quickly the laws, ordinances and regulations governing animal control;
- Work in an environment where exposure to all weather conditions would be expected in the performance of the job;
- Perform moderate amounts of physical labor;
- Deal firmly, courteously, tactfully and impartially with the public in the enforcement of animal control issues;
- Plan and direct the daily operations of an animal shelter;
- Evaluate personnel performance without partiality;
- Communicate effectively in courteous manner with irate and emotional pet owners and the public;
- Communicate effectively, verbally and in writing;
- Exercise sound judgment in making a variety of first-line management decisions affecting the image of the County;
- Develop effective working relationships with Supervisors, subordinates, volunteers, advocacy groups, and veterinarians;
- Supervise the work of others and motivate and train staff.

**3. Special Qualifications:**

- Must be certified to administer euthanasia.
- Must possess a valid Utah Driver's License.
- Preference may be given for certification through the National Animal Control Association and Utah Humane Society in the use and application of various animal control equipment.

**4. Work Environment:**

- Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling, lifting generally not to exceed 50 pounds, and reaching.
- Essential functions require talking, hearing and seeing.
- Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving.
- Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment.
- Common eye, hand, finger dexterity required to perform essential functions.
- Deals with stress related to euthanasia of animals.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)