

Job Title: Animal Shelter Manager**Department:** Sheriff's Office**Immediate Supervisor:** Sheriff

BRIEF DESCRIPTION OF THE JOB: Directs and supervises the personnel, operations and functions of the County Animal Control Shelter to insure the enforcement and administration of Bell County Animal Control ordinances and regulations. Duties involve sound judgment and interaction with the public in the impounding of stray, estray, neglected or dangerous animals. Continuously strives to maintain or improve the level of service. Maintains a high level of professionalism by the constant evaluation of goals, objectives, procedures and policies of the division.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of TimePhysical
Strength
Code

1) Supervises personnel by providing leadership, providing assistance and coordinating resources as needed, managing time off requests and representing personnel to management.	80%	M
2) Performs Animal Control Center duties by responding to radio calls as needed, conducting field investigations, providing documentation, and completing special tasks as assigned.	20%	M
<i><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ Light X Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Daily tasks
Sitting	F	Desk work, driving
Walking	O	Daily tasks
Lifting	O	Animal control, supplies
Carrying	O	Animal control, supplies
Pulling	R	Animal control
Pushing	O	Animal control
Using Fine Dexterity	F	Computer keyboard
Reaching	F	For equipment and files, animal control
Kneeling	O	Animal control
Crawling	N	
Twisting	F	Animal control
Climbing	O	Fences
Balancing	O	On fences
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with general public and on radio
Talking	C	Communicating with general public and on radio
Using Foot Controls	C	Driving

Machines, Tools, Equipment and Work Aids:

Vehicle, radio, computer and related software, center equipment

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS				
Dirt and Dust	W	Extreme Temperatures	D	Noise and Vibration X
Fumes and Odors	W	Wetness/Humidity	D	Darkness or Poor Lighting D

HEALTH AND SAFETY				
Mechanical Hazards	D	Chemical Hazards	W	Electrical Hazards N
Fire Hazards	X	Explosives	X	Communicable Diseases D
Physical Danger or Abuse	W	Other (specify)		

PRIMARY WORK LOCATION				
Office Environment	D	Warehouse		Shelter D
Vehicle	D	Outdoors	D	Other:

Protective Equipment Required:

Animal control equipment

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	O
Frequent Change of Tasks	O	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	F	Noisy/Distracting Environment	F

Principal Duties/Responsibilities:

1. Directs and coordinates work activities of Animal Control employees engaged in their duties.
2. Releases information to the news media; speaks to civic groups and other organizations.
3. Responsible for establishing standards of Animal Control and shelter operations.
4. Collects and analyzes data; prepares statistical and narrative reports.
5. Enforces administrative policies, interprets rules, regulations and policies for employees.
6. Prepares and submits annual budget for the Animal Control Unit to the Bureau Commander.
7. Makes decisions on personnel staffing, employee performance appraisal and recommends disciplinary actions in personnel matters.
8. Prepares correspondence and periodic reports. Reviews and approves overtime and time sheet records.
9. Performs other duties as assigned.

POSITION SPECIFICATIONS

Education:

Minimum of a high school diploma, 2 years of college required.

Experience

Two (2) years experience in Animal Control or Public Health Zoonosis Control, and one (1) year of supervisory experience in Animal Control, Public Health Zoonosis Control, public or private sector or any equivalent combination of education, training and experience.

Certification:

Possess a valid Texas Driver License. Animal control officer basic training certification through the Texas Department of Health. Euthanasia certification through the Texas Department of Health.

Knowledge, Skills, and Abilities:

Thorough knowledge of local, State and Federal laws pertaining to animals. Thorough knowledge of the cause of rabies, other zoonotic diseases, methods of treatment and clinical symptoms and other animal diseases. Thorough knowledge of animal breeds and species is desirable.

Ability to meet and maintain sound public relations skills. Ability to prepare activity reports. Ability to maintain effective working relationships with the public and fellow employees. Knowledge of principles and practices of budget preparation, supervision and training. Ability to select, supervise, train, and evaluate assigned staff. Ability to identify and respond to public and Sheriff Department issues and concerns.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.