

Alpena County Sheriff's Office

Animal Control Shelter Manager Job Description

GENERAL SUMMARY:

Under Alpena County Sheriff supervision, this position performs administrative, management, supervisory and daily tasks in coordinating the efficient operation of the Alpena County Animal Shelter. Work involves maintaining the shelter in accordance with state statutes and insuring animal control local ordinances are enforced to ensure public safety and welfare, while providing safe housing for domestic animals until they are adopted, transferred, sent to rescues, or euthanized if necessary. The Animal Shelter Manager is responsible for planning, organize, implement, and supervise the Animal Shelter and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

The examples provided below reflect the variety of tasks performed by an Animal Shelter Manager as part of their job. The examples do not represent an exhaustive list of duties that an employee will be called upon to perform.

DUTIES / RESPONSIBILITIES

- Supervises employees and volunteers and performs related management functions for the Animal Shelter.
- Develops and implements shelter operating policies and procedures, while coordinating and inspecting daily work activities; develops and implements policies and procedures for animal placement, including animal health and available resources.
- Develops and administers educational programs on responsible pet ownership, spay/neuter, and other knowledge, or skills; conducts outreach to schools, seniors, and various groups to promote responsible pet ownership and regulations related to tags and leashes, etc.
- Submits oral and written reports to County officials and state agencies as required.
- Supervises and participates in the work of subordinates in the collecting and disposing of unlicensed, stray, and ill animals, and regulates the disposal of dead animals.
- Coordinates proper follow-ups of animal adoptions, verifying required vaccinations, licensing and sterilization of dogs and cats.
- Works closely with the public regarding rescue and adoption efforts; works with various Rescue Agencies when animals cannot be adopted; works with Veterinarians to ensure health of animals.
- Manages the activities of the Animal Control Shelter, including the development of a budget and maintaining applicable records.
- Directs the development and training of personnel, ensuring their proper induction, orientation, and training; trains and develops shelter volunteers.

- Performs daily inspections of shelter and coordinates resulting activities; performs all duties of the Animal Care Technician as needed along with other employees and volunteers.
- Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective division operations.
- Enforces applicable state and county laws and public health codes related to rabies, including the rabies specimen collection, preparation, and quarantine.
- Prepares and delivers public education programs related to animal control issues.
- Prepares investigative reports for trials and court proceedings and collaborates with the Sheriff's Office and Prosecutors on pending animal cases.
- Participates in court activities, which includes, preparing reports, and making appearances to testify.
- Prepares routine and special records and reports related to animal control shelter activities and operations, including rabies reports.
- Responds to requests for information from the public.

REPORTS TO (CHAIN OF COMMAND)

**Undersheriff
Sheriff**

MINIMUM KNOWLEDGE & SKILLS

- Knowledge of the functions and interrelationships of the County and other governmental agencies.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of Animal Shelter and Animal Control.
- Knowledge of how to plan, organize and direct the operation of an animal shelter.
- Knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities.
- Knowledge of various breeds of dogs, cats, and other domestic animals, including livestock.
- Knowledge of principles of licensing, controlling, and disposing of animals, methods of animal collection and impoundment.
- Knowledge of normal and abnormal animal behavior, and symptoms of animal abuse.
- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies.
- Knowledge of the safe handling, feeding and general welfare of animals.
- Some knowledge of the county roads and street addresses.
- Knowledge of lifesaving and first aid methods and techniques.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal.
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees.

- Skill in assigning, prioritizing, monitoring, and reviewing work assignments Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Skill in anticipating potential personnel issues and taking appropriate action.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones.
- Skill in use of personal computer software, including spreadsheet development and word processing.
- Ability to euthanize animals and remove heads of animals for rabies specimens.
- Ability to operate equipment utilized in the work.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in simple terms.
- Ability to safely and appropriately use lethal drugs used for euthanasia of animals.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly.
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files.
- Ability to maintain composure during stressful situations.
- Ability to safely handle potentially dangerous and/or injured animals.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be provided for otherwise qualified applicants unable to fulfill one or more of these requirements.
- Ability to subdue, capture and transport animals.
- Ability to walk over uneven terrain to conduct investigations and collect animals.
- Ability to lift animals weighing up to 100 lbs. to vehicle or other location.
- Works outside in varying weather conditions.
- Exposure to the risk of being bitten by animals.
- Exposure to diseases communicated by animals.
- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects, or prison inmates.
- Subject to work-related calls after regular business hours, including but not limited to, evenings, holidays, and weekends. Must be able to work all shifts,

weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.

EDUCATION AND EXPERIENCE

Associate degree in animal sciences or business or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by over three years of administrative/management experience and training in code enforcement or a closely related field.

Prior related work experience with animals and/or law enforcement is strongly preferred.

REQUIRED QUALIFICATIONS

Possession of a current and valid Michigan driver's license issued by the Michigan Secretary of State.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Animal Control Shelter Manager, and I certify that I can perform these functions.

Name (Print)

Employee Signature

Date

Witness

***Management has the right to add or change these duties of the position at any time.**