



Shelter Administrator

Animal Control

JOB SUMMARY

This position is responsible for cleaning and coordinating the cleaning of the shelter and supervising animal control operations at the shelter for the county.

MAJOR DUTIES

- Cleans shelter.
- Coordinates with other department staff to assist in cleaning shelter in an equitable manner.
- Coordinates and supervises the operation of the animal shelter; monitors the shelter for compliance with federal, state, and local sheltering regulations.
- Coordinates the impoundment and quarantine of animals, and the administration of animal health care measures.
- Directs rabies control activities; plans and oversees annual rabies vaccination clinic.
- Develops and/or approves in-service training for personnel; arranges for outside training and certification of personnel as needed.
- Develops operating procedures for the shelter.
- Assists with development of the annual budget.
- Requisitions supplies and equipment; maintains supply inventory for the shelter.
- Maintains contact with community groups, schools, nursing homes, professional organizations regarding animal welfare.
- Assists the Heart of Georgia Humane Society or other groups in arranging photographs and media coverage of animals at shelter to encourage pet adoptions.
- Performs computerized scanning to locate implanted computer chips in lost animals.
- Prepares monthly and annual reports as required.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state, and local laws and ordinances relating to the control and welfare of animals.
- Knowledge of federal and state licensure regulations governing the sheltering of animals.
- Knowledge of the principles and practices of animal control.
- Knowledge of federal and state laws regarding animal euthanasia methods.
- Knowledge of bookkeeping and accounting practices.
- Knowledge of animal behavioral patterns.
- Skill in animal care, including recognizing disease symptoms, enforcing quarantines, performing animal first aid, and administering inoculations.
- Skill in the use of animal capture and restraint devices.
- Skill in management and supervision.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of very general instructions. Completed work is reviewed through regular progress reports for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include local animal control and health ordinances, federal and state laws and regulations, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied animal control duties.
- The purpose of this position is to coordinate and supervise the provision of animal control and welfare services in the shelter for the county. Successful performance helps ensure public safety, shelter for abandoned or abused animals, and an enhanced public awareness of animal control philosophy and laws.

CONTACTS

- Contacts are typically with co-workers, other county employees, local Humane Society members, veterinarians, teachers and students, nursing home residents and staff, state regulatory officials, and the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.
- The work is performed in the shelter as well as outdoors. The employee may be exposed to noise, dust, dirt, water, contagious or infectious diseases, irritating chemicals, inclement weather, and potentially dangerous animals. The work requires the use of protective devices such as gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over kennel technicians.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

BALDWIN COUNTY DOES NOT DISCRIMINATE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS MAY BE DOWNLOADED FROM OUR WEBSITE, WWW.BALDWINCOUNTYGA.COM, AND EMAILED TO TDIXON@BALDWINCOUNTYGA.COM.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED

BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER