



## **ANIMAL SERVICES MANAGER**

Department: **Police** FLSA Status: **Exempt**  
Revised Date: **December 2022** \$53,248.00 up to \$59,384.00  
(5+years' experience with all required Licenses and Certifications)

**GENERAL PURPOSE:** Under general supervision, manages the staff of animal control officers, kennel technicians, and volunteers, prepares and manages the annual budget, plans fundraising and community events, hires and trains staff, and writes and enforces city animal ordinances; performs related work as required.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed but are intended to be a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Duties are subject to possible modification to reasonably accommodate individuals with disabilities.*

- Answers incoming calls and assists callers as necessary.
- Acts as the City's rabies control official.
- Enforce applicable state regulations and laws.
- Control and impoundment of all types of animals including domestic, agricultural, and wild.
- Performs tasks related to animal welfare.
- Preparation of documents, logs, forms, statements, reports, and records.
- Assists with animal medical needs as necessary.
- Cleans and sanitizes kennels, cages, food and water receptacles, animal traps, waste cans and shelter lobby.
- Maintains a sanitary yard environment.
- Cleans and organizes storage areas.
- Inventories supplies and compiles lists of needed supplies.
- Handles intake and adoption processes for a variety of animals.
- Interacts and assists with shelter visitors.
- Coordinates volunteer tasks.
- Performs or assists with other shelter work tasks as assigned.
- Demonstrates effective on-site decision-making skills.
- Must have the ability to plan, organize, coordinate, supervise, control, and evaluate the performance of subordinates.
- Exhibit the ability to provide effective leadership and to plan, initiate and carry out long term programs within the department.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills.
- Exhibits excellent oral and verbal communication skills.
- Practices sound customer service and public relations skills.

## **JOB DESCRIPTION – Animal Services Manager**

- May be required to assist disabled persons.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or equivalent.

#### **Conditions of Employment**

Must complete application and Personal History Statement.

Must possess a valid Class C driver license prior to employment.

Must pass a background check and social security number verification check.

Basic Animal Control Certification or the ability to obtain such within six months of employment.

Euthanasia Technician Certification of the ability to obtain such within six months of employment.

#### **Required Skill In:**

- Employee may be required to participate in, but not limited to: advisory board meetings, training, public outreach programs, and adoption events.
- Applicant should have the ability to work in an animal services environment and achieve goals set forth by management;
- An Animal Control Officer should have the ability to plan, organize, coordinate, and execute job functions efficiently and effectively with little supervision.
- Ability to exhibit a thorough knowledge of the rules and regulations of the department and of criminal laws and City ordinances.
- Ability to cooperate with others, including other employees of the City and the general public
- Ability to communicate and understand written and oral instructions.
- Ability to take effective action in emergency situations.
- Ability to exhibit emotional stability.
- Ability to maintain reasonable physical endurance and agility as required.
- Must be able to adequately handle stressful situations in an effective manner.
- Must be able to provide a positive role model on and off duty.
- Ability to become knowledgeable in various aspects of job function.
- Ability to represent the department in a professional manner.
- Ability to distinguish and disseminate sensitive information as required by departmental procedures.

#### **Physical Demands / Work Environment:**

- Physical requirements include occasional lifting/carrying of twenty to fifty pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- May be subject to exposure to inclement weather conditions.

**This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.**