



Animal Services Director (1171)

FLSA Status: Exempt

Pay Grade: 23

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to manage and supervise the operations and staff engaged in activities related to the care and control of animals in Bulloch County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Directs the development, coordination and implementation of plans, procedures and systems to ensure the efficient and effective administration of animal control and animal shelter functions.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; assists staff with complex/problem situations and provides technical expertise; provides progress and activity reports to County management; and assists with the revision of procedure manuals as appropriate.

Oversees the enforcement of applicable animal control laws and ordinances, and all other applicable laws, ordinances, rules, regulations, standards, policies and procedures; ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations and handles complaints associated with the issuance of citations.

Supervises veterinary care and euthanasia of animals, adoptions, rescues, intake and public education: determines type of care needed for individual animals; determines eligibility of animals for adoption, rescue placement or euthanasia; establishes care as prescribed by veterinarian; maintains medication orders and urgent euthanizing decisions; discusses options with pet owners regarding plans to surrender animals.

Supervises maintenance of facilities and equipment: monitors inventories of supplies and equipment; ensures facility, kennels and buildings are cleaned with proper sanitation practices; monitors usage of equipment; ensures software and programs are updated and functioning properly; and prepares and processes purchase orders for new and replacement equipment and supplies.

Manages department resources: prepares annual budget; makes recommendations regarding allocations for staffing, equipment and capital improvements; monitors revenues and expenditures to ensure compliance with approved budget; and maintains related financial records, such as payroll, revenue and expenditure reports.

Serves as community liaison on all matters regarding animal issues; represents Bulloch County on boards and community groups; approves rescue group activities related to shelter animals.

Administers granted funds: collects and prepares information for grant applications; combines and submits data to state and federal databases to assist in welfare programs and grants; and maintains documentation and records in accordance with grant rules and regulations.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in business, animal science, public administration, or a related field; supplemented by five years of work experience in animal control operations, animal shelter operations, or animal welfare, to include two years of lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Requires medium physical effort involving lifting, carrying, pushing, or pulling between 20 to 40 pounds of weight in light to medium work.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, noise extremes, animal attacks, animal bites, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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