

TITLE: Animal Control Director

AC/1-705

DEPARTMENT: Animal Control, Fayette County

JOB SUMMARY: This position is responsible for directing the operations of the Animal Control Department.

MAJOR DUTIES:

- o Evaluates and reports on the holistic organizational goals, statistics, mission, and efficiency; ensures that policies, local ordinances, applicable rules and regulations, training standards, and other accountability processes meet or exceed requirements.
- o Responds to all operational and legal information requests, including statistics, open records, sponsorship, individual animal descriptors, drug logs, euthanasia logs, and management subpoenas; communicates with clients by email, telephone, and in writing.
- o Manages staff inside the shelter and in the field; ensures HR standards, county policy, shelter service standards, and department standard operating procedures are met or exceeded; creates, revises, and enforces policy manual; holds staff meetings or individual counseling sessions on changing policies, evaluations, and infractions.
- o Handles all public relations programs and elevated customer service matters; updates Web sites, conducts education program and tours, responds to media requests, submits press releases, and handles aggravated cases.
- o Maintains budget and fiscal integrity; ensures that physical assets are maintained current and in stock; drafts purchase orders, supervises payroll and daily tender, balances and drafts annual budget, and reviews performance measures.
- o Manages field services, comprehensive shelter database, aggravated investigations, and court dockets; tracks individual employee accountability; ensures that proper protocols are followed during the complaint taking, mitigation, dispatch, investigation, and response to each call.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of local ordinances, state and federal laws pertaining to animal care and control.
- o Knowledge of animal shelter medical practices.
- o Knowledge of hazardous materials and sanitation standards.

- o Knowledge of pet breed identification, traits, and behavior.
- o Knowledge of computers and job related software programs.
- o Knowledge of state and federal wildlife laws.
- o Knowledge of financial accounting and budgetary procedures.
- o Skill in the development of operating policies and procedures.
- o Skill in the development and management of annual budgets.
- o Skill in the animal capture techniques.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Public Safety Chief assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include local ordinances, state and federal laws, quarantine standards, standard operating procedures, and public safety standards. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. Working with sick or wounded animals contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Animal Control Department. Success in this position contributes to the enforcement of local animal control ordinances and to the health and safety of residents and the animal population.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, veterinarians, representatives of external agencies, court personnel, attorneys, members of the news media, pet owners, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, animal shelter, and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all department personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.

EXEMPT/HIPAA

- o 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.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.