



# Madison County Vacancy Announcement

## Animal Shelter Manager

### Position Summary:

Performs managerial, supervisory, and specialized work in directing and supervising the activities of the employees at the County's Animal Shelter. The employee in this position performs tasks associated with overseeing the daily operation of the county's Animal Shelter. Work involves supervising office support staff, kennel employees/volunteers, supervising the maintenance of all records and reports related to the Animal Services Department and activities; evaluating equipment needs, marketing and promoting the adoption program, working with outside agencies in the placement of animals when possible, and supporting the enforcement of animal ordinances. Selected employee must exercise initiative, independent judgment, and make wise, ethical decisions in all phases of work. This position also requires tact and courtesy in contact with animal owners and the general public. Work is performed under the general supervision of the County Manager and evaluated through observation and discussions concerning the efficiency and effectiveness of performed duties.

### Essential functions:

- Plans, directs, and supervises all activities related to animal shelter operations, ensuring enforcement of established laws, policies, procedures, and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.
- Develops long-range strategic plans, conferring with local government and community leaders for input.
- Develops and oversees public education programs, shelter promotions, volunteer/community service programs and rescue groups.
- Works with other agencies, boards, committees, and groups to establish and maintain current practices and policies regarding animal care.
- Prepares and delivers oral presentations to various organizations on topics pertaining to animal care.
- Develops and implements departmental policies and procedures.
- Recommends departmental budget and ensures funds are spent within approved limits.
- Directs departmental purchases and activities, responsible for daily deposits.
- Serves as records custodian for the department and maintains all required documents per local, state, and federal regulations.
- Responsible for the secure and legal ordering, storage, administration, and inventory of controlled substances necessary to perform euthanasia and approved medical procedures at the department.
- Supervises and trains personnel including the administration of performance evaluations, scheduling, and associated personnel actions.
- Oversees program for local adoptions.
- Makes decisions regarding which animals are placed into the adoption pool or euthanized.
- Coordinates and oversees the work of volunteers and community service employees.

- Acts as liaison with local veterinarians as needed.
- Covers front desk duties, and counsels' potential adopters, as needed.
- Assists or performs euthanasia, vaccinations, and de-worming of animals as needed.

#### **Additional Job Duties**

- Performs related duties as required.

#### **Education Requirement:**

- Completion of a high school diploma/GED supplemented by two years of experience and/or training in animal welfare techniques, or an equivalent combination of training and experience.
- An Associate's Degree in Business Administration, Veterinary Science or related field is preferred.
- Prior experience as a Kennel Manager, Veterinary Technician or Veterinary Assistant, or an equivalent combination of education and experience preferred.

#### **Special Requirements:**

- Must be a "Certified Euthanasia Technician" in the State of NC or obtain certification within 6 months of date of hire.
- May be required to obtain a "Certified Rabies Vaccinator" certification in the State of NC.
- Possession and maintenance of a valid NC driver's license.
- Will be required to work weekends, evenings, and holidays.

#### **Knowledge, Skills, and Abilities:**

- Considerable knowledge of federal, state, and local laws and ordinances pertaining to animal service operations and animal welfare laws and regulations.
- Working knowledge of Microsoft Office Systems and related software.
- Working knowledge of safety practices concerning the handling of impounded animals.
- Working knowledge of breeds and temperaments of animals to determine suitability of pets for potential adopters.
- Working knowledge of pet-overpopulation challenges and methods for reducing it.
- Working knowledge of animal adoption principles and practices.
- Ability to supervise others effectively.
- Ability to work independently and be self-directed/motivated.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate effectively in verbal and written forms.
- Ability to use the equipment and physical means necessary for the purpose of caring for animals.

- Ability to handle sensitive assignments and to appropriately communicate the results.
- Ability to work calmly under conditions of high stress and physical and emotional demands.
- Ability to prepare clear and concise records and reports.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Displays sound judgment and independent initiative in pursuit of work objectives.

### **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of this that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and performing repetitive motions.
- Must be able to perform heavy work exerting 100 pounds of force occasionally, 50 pounds of force frequently, and 10 pounds of force regularly.
- Must possess the visual acuity to perform extensive reading, perform visual inspections, and perform administrative, computer, and measurement work.

**Additional Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive random drug screens. Must possess a valid North Carolina Driver License or be able to obtain one within 60 days of employment.

**Salary Range:** \$41,182.00 - \$61,773.00, dependent upon education and experience.

This position comes with a benefits package including participation in LGERS (a defined benefit retirement plan), paid health insurance, dental, eye and other supplemental insurances, as well as paid vacation, sick, and holiday time.

### **Where to Apply:**

The position is open until filled. Submit a North Carolina State Application (PD107) with a cover letter to Madison County Human Resources. To obtain an application, visit [PD107-7.2022.pdf \(madisoncountync.gov\)](#) Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Lane, Marshall, or mailed to Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.