

ANIMAL CONTROL SERVICES MANAGER

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Health**REPORTS TO:** Health Director**CLASS SUMMARY**

Manages and coordinates county animal control services and supervises staff.

DISTINGUISHING CHARACTERISTICS

The Animal Control Services Manager is a stand-alone classification, distinguished from other managers by its responsibility for managing animal control services to ensure public health and safety.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, and making hiring, termination, and disciplinary recommendations.
- Participates in community assessments to determine public health or safety needs and resources and plans, coordinates, and evaluates the delivery of programs and services based on established goals and objectives.
- Prepares, monitors, and the division's budget to include overseeing and approving fund expenditures. Evaluates and seeks additional resources such as grants, fees, revenue, volunteer services, etc.
- Prepares reports detailing activities, including performance objectives, contract addendum, service usage, and needs to include gathering, analyzing, and organizing data for statistical analyses.
- Collaborates with county staff, local and state agencies, organizations, and the public regarding the impact of changes and to provide for and ensure proper services.
- Develops and modifies existing policies and procedures to enhance program efficiency and quality.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Governmental Budgeting principles;
- Personnel Management principles;
- Supervisory techniques;
- Federal and State policies and procedures related to animal control services;
- Community resources and services;
- State and local animal control laws and ordinances;
- Veterinary procedures and principles.

Skill in:

- Managing employees;
- Preparing and presenting written and oral presentations;
- Operating computer hardware and software applications;
- Preparing and interpreting policies, procedures, and regulations;
- Developing and administering budgets;
- Collecting and analyzing data;
- Evaluating program effectiveness;
- Supervising and evaluating employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ANIMAL CONTROL SERVICES MANAGER

TRAINING AND EXPERIENCE

Bachelor's Degree in Animal Science or a related field and five years of progressively responsible animal control services experience, including two years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Doctor of Veterinary Medicine preferred.

LICENSING/CERTIFICATION

- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E09/04