

Code: 3422

Title: ANIMAL CARE SHELTER MANAGER

SUMMARY: Manages the operation of the Pima Animal Care Center (PACC) and is distinguished from other related classifications by its full performance management of PACC operations and supervision of staff.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Directs, manages, supervises, coordinates and monitors all procedures involved in PACC operations including the receiving, maintenance, adoption, quarantine, redemption, fostering, euthanasia, other disposition and rabies testing of impounded animals, including all husbandry procedures to ensure humane and safe handling of all animals;

Manages PACC operations including facility maintenance, kennel and cage cleaning and maintenance, and sanitation to protect staff and public safety and the humane treatment of animals;

Insures medical directives including euthanasia, shots and micro-chipping and legal requirements are followed for animals' intake, housing and disposition;

Manages the requisition, procurement, inventory, employment and/or use, maintenance and operator-training for vehicles, materials, tools and equipment necessary for the animal shelter operations;

Recommends and monitors outside contractors providing goods and services related to animal care animal rescue and facility maintenance;

Oversees staff hiring, discipline and related personnel actions, supervises staff and evaluates performance;

Prepares and submits routine, recurring and special reports regarding work unit production and administrative needs;

Directs, plans, organizes and implements initial and recurring training for PACC staff and volunteers;

Manages, establishes, revises and implements work unit procedures and develops recommendations for policy changes for consideration by senior management;

Maintains effective and productive working relationships with volunteers, animal rescue/welfare groups, other departments and agencies to promote and increase animal adoptions;

Makes recommendations for resolution of safety problems and requisite staff safety training;

Provides information regarding animal control procedures, rules, laws, regulations and PACC operations, to staff, other agencies, the news media and the public;

Creates and maintains manual and computer-based records and databases on PACC operations and compiles, analyzes and submits routine, recurring and special reports;

Investigates and recommends actions, in response to public complaints, about PACC staff actions, policies and/or procedures;

Supervises, coordinates and monitors the storage, security, use and disposal of chemicals and pharmaceuticals by PACC staff and assures compliance with applicable federal, state and local laws, rules, regulations and standards;

Assists in the preparation, monitoring and management of the PACC budget;

May act as unit or departmental representative to various committees and working groups;

May testify in court on cases pertaining to animal control activities and PACC operations;

May manage, plan, organize, implement and maintain effective animal fostering and adoption programs;

May serve as a safety officer for the PACC, ensuring the safety of the facility and equipment, compliance with OSHA, EPA, Risk Management and other applicable rules, regulations and standards, by performing inspections, checking equipment for proper functioning and reviews accident reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and techniques of animal control and care, including procedures for rabies control, animal adoption and euthanasia;
- dog and cat breeds, temperaments and their common health problems;
- effect of animals in public health, including zoo noises and injuries caused by animals;
- applicable federal, state, county and city laws and statutes pertaining to animal control;
- principles and practices of management, supervision, training, evaluation of employees;
- general cleaning and facility maintenance practices and procedures;
- automated record keeping and report preparation;
- principles of management and practices for program development and administration.

Skill in:

- developing and administering a shelter program;
- managing, selecting, supervising, training and evaluating staff;
- managing, directing and coordinating the work of lower level staff;
- identifying and treating animal illnesses and injuries;
- communicating effectively, both orally and in writing;
- administering medications for the care and treatment of animals;
- establishing and implementing training programs;
- identifying and correcting safety hazards;
- matching adoptable animals to potential owners;
- use of automated information systems for tracking data and report generation;
- monitoring expenditures for budget control.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public health, animal sciences, public or business administration and two years of experience caring for and treating animals, or enforcing animal control laws, regulations and ordinances; plus one year of supervisory experience. [Additional relevant experience and/or education from an accredited college or university may be substituted] [Supervisory experience may be concurrent with general experience]

OR:

(2) One year of experience with Pima County as an Animal Care Shelter Supervisor or Animal Care Field Supervisor.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D driver's license is required at the time of appointment, and must be maintained as a condition of employment, due to requirement to operate assigned County vehicles. Failure to maintain a current license may be grounds for termination.

Special Notice Items: Within nine months of appointment, employees must receive the full series of pre-exposure rabies immunizations. Medical inability to be immunized or previous immunization must be verified by the County Physician prior to employment. Recommended boosters are required for the duration of employment, unless medically excused or physiologically unable to develop immunity.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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