

Code: 4595

Title: ANIMAL CARE MANAGER

SUMMARY: Plans, organizes and directs the administrative and operational functions of animal care operations, management, services and activities within Pima County.

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

Plans, organizes and directs all animal care activities including field and kennel operations, licensing activities, public education and administrative services;

Administers the County rabies control program and enforces all animal and rabies control ordinances;

Maintains continuing liaison with the veterinary profession and with the State Department of Health Services;

Insures the safe and proper handling and care of impounded animals;

Directs and evaluates the activities of veterinarians and contracted veterinarians providing veterinary services to the County's animal care activity/facilities;

Documents the identification of rabies in impounded or found animals, and assures proper notification to local/state health agencies, individuals who have been in contact with rabies-infected animals and their physicians and health-care agencies;

Provides information to the news media concerning animal care issues and services;

Interacts with elected officials, special interest groups and the general public in the development of new legislation directed at animal care issues;

Serves as ex officio member of the Pima Animal Care Center Advisory Board;

Coordinates, prepares and monitors City and County budgets for the Animal Care Center;

Trains supervisory personnel and evaluates the performance of professional staff;

Investigates and resolves all complaints and claims against Pima Animal Care Center policy and/or staff members;

Evaluates program effectiveness and recommends new or revised policies and services.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and techniques of domestic animal care and control;
- organization and functions of the Public Health Department;
- applicable laws, regulations and ordinances related to animal care and rabies control;
- Pima County Merit System Rules and Personnel Policies/Procedures;
- County contracting and procurement policies and procedures;
- principles and practices of personnel management, budgeting and public and health administration;
- principles and techniques of effective public and media relations;
- applicable principles and practices of disease control and public health.

Skill in:

- administering the Rabies Control programs in accordance with local, State and Federal laws, rules and regulations;
- planning, coordinating and directing animal care programs and the work of subordinates;

- developing and administering operating budgets;
- coordinating and administering service contracts and supervising contractors/service providers;
- dealing effectively with the public and news media in promoting center programs, reporting on relevant topics, and responding to claims or complaints about center and program activities;
- establishing and maintaining effective working relationships;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in Public or Business Administration, Management, Public Health, Veterinary Science or closely related field as determined by the Appointing Authority at the time of recruitment and two years of administrative or supervisory experience in a public-sector or non-profit animal care center.

OR:

(2) Four years of administrative/supervisory experience operating a public-sector or non-profit animal care center, which included direct interaction with news media.

OTHER REQUIREMENTS:

Licenses and Certifications: A current Arizona Class D Driver's License may be required at the time of appointment or prior to completion of initial/promotional probation.

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.