



WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS

POSITION DESCRIPTION DIRECTOR, ANIMAL SERVICES FLSA: EXEMPT

GENERAL DESCRIPTION OF DUTIES:

Responds to routine and non-routine problems, questions, or issues, reported by the public, investigating using telephone contact, written communication, or personal visit to a location of reported concerns. The Director may travel to locations throughout the county to research and resolve the reported issue as outlined by departmental procedures.

Researches or investigates allegations of code or ordinance violations throughout the County. Recommends and takes the appropriate level of corrective action including providing the public with information on rules and regulations; negotiating resolutions; apprehension of animals; issuance of citations, warnings, and possible action up to and including recommendations for prosecution. Must exercise considerable discretion and independent judgment, especially in those situations with no clear precedents.

Monitors and evaluates the work performance of assigned Animal Control Officers, provides supervision, advice, training, and assistance, and may assume responsibility for a case or day to day operations that are more complex or has become too difficult for an assigned officer.

Develops employee performance standards, monitors for compliance, and reports exceptions to the supervisor. The animal services director may act in a relief capacity or assist in daily field operations.

Responds to emergency situations within the scope of the County Animal Services Program. Mediates issues or disputes involving citizens, animals and/or neighborhoods and is the focal point between officers and outside agencies. Creates, maintains, and monitors files on daily activity, areas of concern, issues and disputes.

Refers cases for prosecution and prepares materials for the prosecution of the case being referred. Acts as the department advocate or representative on cases being litigated for civil infractions including review of documentation; maintains litigation or prosecution files.

Performs and administers programs as directed by management including records management and custodian of evidence files.

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JOB DESCRIPTION **Director, Animal Services** **FLSA: EXEMPT**

Ensures that policies are strictly adhered to for the storage and use of Sodium Pentobarbital under the guidelines of **the Board of Pharmacy and Florida State Statute, set forth in F.S. 828.055 and 828.058**. Acts as custodian of records and maintains same according to the **Florida Board of Pharmacy Rule 64B-29.004 Records**.

ADMINISTRATION.

Manages, maintains, and provides input on the division's budgetary needs. Accurately reports expenses and income weekly or monthly per division policy.

Works in conjunction with human resources to advertise, recruit, interview and hire employees to fill job vacancies.

Oversee, develop, approve, and monitor shelter employee work schedules as well as approve time sheets and leave of absence forms.

Manage and evaluate employee's ability to fulfill work requirements, distribution of workload, and set goals for employees' productivity.

In conjunction with Human Resources, handle employee annual performance reviews and all disciplinary issues including recommendations for corrective actions.

Other Related Duties:

Notice, investigate and declare Dangerous Dogs per Florida State Statute 767; In concert with the Wakulla Department of Health, work to provide confidential information regarding animal bites to humans. Provide safe and secure shelter for animals in quarantine, follow up with victims; Notify the community when there is a rabies alert in the county or surrounding counties.

Supervise and perform euthanasia to make sure that it is done with compassion and per division policy.

Responsible for overseeing facilities maintenance & security systems by scheduling maintenance and upkeep according to specifications and needs regarding to shelter facilities.

Responsible for researching, writing, and submitting appropriate grants for specific projects and operations and/ or working in conjunction with Grant Services to locate grants and funding sources.

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JOB DESCRIPTION **Director, Animal Services** **FLSA: EXEMPT**

Must have a working knowledge of best practices in shelter management and animal care and be able to guide and direct staff in same. Keeps abreast of significant developments and innovative practices in the field.

Implement high standards for shelter operations and ensuring the highest quality care of shelter animals, including medical care, training, and enrichment.

Establish and maintain effective working relationships with employees, volunteers, donors, veterinarians, elected officials, community leaders, media, and the public

WORK ENVIRONMENT AND PHYSICAL DEMAND:

Ability to stay standing or active, must be able to lift a minimum of 50 lbs. Work performed both in and out of shelter requires lifting, bending, stooping, pushing and other strenuous activities.

Must be comfortable handling companion animals such as cats, dogs and rabbits of varying sizes, temperaments, ages, and backgrounds.

May have contact with animal wastes, kennel cleaners and disinfectants, soiled kennels, animal bedding and dishes.

Ability to work in various outdoor climates.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have management level knowledge of computer and related software applications.

Knowledge of principles and practices of animal services administration.

Knowledge of applicable state laws and county regulations regarding animal shelters.

Knowledge of statistical concepts and methods.

Knowledge of personal computers, word processing and spread sheet applications.

Ability to research, collect, analyze, and evaluate data relating to animal shelters.

Ability to organize data into logical format.

Ability to utilize problem-solving techniques.

Ability to understand and apply applicable rules, regulations, policies, and procedures.

Ability to prepare reports relating to shelter program functions.

Ability to plan, organize and coordinate work assignments.

Ability to establish and maintain effective working relationships with others.

Ability to interpret policy.

Ability to analyze policy issues and determine proper resolution of conflicts.

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JOB DESCRIPTION
Director, Animal Services
FLSA: EXEMPT

Ability to deal effectively, courteously, and decisively with departmental personnel and the public.

Ability to interact with people in a courteous, professional manner.

Ability to read, understand and interpret complex documents such as plans, specifications, shop drawings, statutes, and policies.

Ability to effectively communicate orally and in writing.

MINIMUM QUALIFICATIONS.

Must possess a bachelor's degree in public or business administration combined with five years relevant work experience in management, in an animal shelter or related field; must have the ability to function effectively under pressure; must possess a valid Florida driver's license and have an acceptable driving record; Must have excellent outstanding communication skills.

FLSA STATUS: Position is classified as exempt.

Written: 3/3/2021