

VACANT POSITION
DEPARTMENT: ANIMAL CONTROL
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to the HUMAN RESOURCES OFFICE
CLOSING DATE: Position will remain open until filled

Job Title: Animal Care and Control Supervisor (Position #1104)
Salary: Pay Grade 19; Hiring Rate \$49,004.80 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 am - 5:00 pm; Monday-Friday

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required; with three to five years of experience involving animal shelter management, animal control, animal handling, supervision, and public interaction (preferably within a local government); or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Requires emotional control when destroying animals at shelter. Must possess and maintain a valid Georgia Drivers License. Must complete mandate training for supervising minimum-security state inmates within probationary period.

GENERAL STATEMENT OF JOB: This position is responsible for supervising the operations of the animal shelter, enforcing the animal control ordinance, ensuring the humane treatment of animals in the county's protective custody and performing as a first line supervisor. This position reports to the County Manager or designee.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of animal control devices. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to forty pounds of force frequently. Physical demand requirements are at levels of those for heavy physical work. Must be able to lift and/or carry weights of eighty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Plans, assigns, and supervises the work of personnel and volunteers in the kennel.

Ensures that shelter sanitation, vaccination, and treatment programs are performed according to policy and procedure; maintains required animal records, medication logs, drug logs; maintains inventory of pharmaceuticals.

Oversees the proper and humane care and handling of animals by personnel and volunteers.

Performs daily inspection of kennel and animals. Observes shelter animals to detect signs of illness and injury, arranging appropriate veterinary visits when needed. Administers temperament tests, evaluates, selects, and coordinates animals for rescue, adoption, or euthanasia.

Ensures that staff performing euthanasia are properly trained and certified. Supervises and assists with euthanasia as needed.

Performs inspections of kennel building, equipment, vehicles, and workstations to ensure proper use and repair. Maintains inventory and oversees purchasing of shelter supplies and equipment.

Reviews and evaluates work schedules, products, methods, and procedures to identify opportunities for improving care and service methods and procedures. Provides and oversees an effective facility and equipment maintenance program and coordinates with appropriate county personnel.

Maintains vendor files.

Creates and maintains sterilization files for all adopted animals.

Photographs and videos shelter animals, edits photo and video content, and maintains Animal Control web pages.

Responds to questions, complaints and requests for information by telephone, in person or by mail from citizens, employees, and department heads.

Instructs and counsels staff in coordinating activities, planning work of others and day to day operations.

Oversees open records requests and handles promptly.

Performs other related duties as required.

January 24, 2024
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