

JOB DESCRIPTION

JOB TITLE: Animal Shelter Manager	JOB CODE:
DEPARTMENT: Health Department SUPERVISOR'S TITLE: Health Department Director	FLSA STATUS:
<u>POSITION SUMMARY</u>	
The Animal Shelter Manager is responsible for the overall animal shelter program including management, administration, and operation of the Lincoln County Animal Shelter; fundraising to include grants and donations; leadership to ensure humane animal care; compliance with applicable laws and policies; effective staff and volunteer management; and positive community relations.	

ESSENTIAL FUNCTIONS

1. Nature of work: this position involves performing a variety of services related to animal shelter operations and may require the handling of potentially temperamental, agitated, and/or unfriendly cats and dogs
2. Personal Contacts: continual contact with the public and other agencies/departments including animal control; coordination of volunteer activities at the shelter
3. Supervision Received: coordination of daily activities and duties with the Health Department Director
4. Supervision Exercised: animal shelter assistants, volunteers

DUTIES AND RESPONSIBILITIES

- Direct, plan and oversee all daily operations of the Lincoln County Animal Shelter, including animal intake, care, housing, foster, adoption and transfer activities.
- Plan and administer community outreach programs, establishes and maintains social media presence.
- Implement strategies to obtain sustainable funding for the maintenance of the program. Identify funding sources, apply for grants, promote longterm funding planning, and identify billable services.
- Participate in planning, coordination, and funding efforts for new animal shelter including grants and fundraising.
- Ensure humane treatment of all animals and compliance with local ordinances, state statutes, and applicable regulations.
- Develop and implement shelter policies and procedures.
- Train, coordinate and supervise shelter staff and volunteers.
- Maintain accurate records related to animal intake, disposition, medical care, licensing and required reporting.
- Coordinate with Animal Control, veterinarians, and other partner agencies.
- Oversee animal health, following established policies and the Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters.
- Promote adoption, foster, and responsible pet ownership programs.
- Prepare reports and provide updates to the Health Department Director, Board of Commissioners, and City-County Board of Health as requested.
- Maintains animal shelter facilities and equipment and performs routine tasks related to animal care such as feeding, cleaning, continuous animal evaluation, administration of medications as directed, etc.
- Process Kennel License Applications including required inspections.
- Performs related duties as required.

SCOPE OF RESPONSIBILITY

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Adheres to policy guidelines
- Maintains accurate records
- Follows appropriate safety standards and precautions
- Revises policies and procedures in accordance with changing regulations and standards
- Handles money from licenses and impoundment fees in accordance with established procedures
- Properly maintains the animal shelter and ensures that animals are handled humanely
- Observes work hours and demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisor, and the public.

JOB SPECIFICATIONS

Education: Bachelor's degree in animal science, public administration, or a related field preferred; equivalent combination of education and experience may be considered.

Experience: Minimum of three (3) years of progressively responsible experience in animal shelter operations, animal welfare, or a related management role. Supervisory or management experience required.

Knowledge, Skills, Abilities, and Competencies:

- requires a valid Montana Driver's License
- thorough and working knowledge of animal care and behavior
- ability to safely handle animals of various sizes and temperments
- use of animal control equipment
- public relations, office management, and recordkeeping
- communicate effectively orally and in writing
- ability to follow verbal and written instructions
- establish effective working relationships with fellow employees, supervisors, and the public
- ability to work independently and without supervision

WORKING ENVIRONMENT

1. **Physical Demands:** Must be able to lift and carry at least 50 pounds.
2. **Visual, Hearing, and Dexterity Demands:**
3. **Working Conditions:** Exposure to noise, odors, adverse weather conditions, hazardous substances, and potentially aggressive animals

The above is intended to describe the key elements and requirements for the performance of this position. Employees may be required to perform other related duties and activities not specifically stated in this document.
