

Title: Animal Control Director
Department: Animal Control
Supervisor: Meade County Judge Executive

Job summary

Performs routine and complex public safety work in the enforcement of animal control ordinances and the Kentucky Revised Statutes as they pertain to animals. This position supervises the administration of the County's animal licensing procedures. The person holding this position must meet all qualifications to serve as a Peace Officer as required by KRS 61.300. The person in this position must be available for duty at all hours.

Duties

- Manage and supervise the Meade County Animal Shelter
- Responsible to manage and present budget to Fiscal Court
- Enforce state and local laws and ordinances as they relate to animal care and control including but not limited to requirements to license dogs, license kennels, vaccinate against Rabies, spay or neuter pets adopted from the county animal shelter and provide adequate shelter and care for animals.
- Maintain vigilance at all times to locate stray animals and promptly capture and transport them to Meade County Animal Shelter.
- Respond to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries, animal neglect and animal abuse.
- Remove dead, injured or dangerous domestic animals from streets and residential premises. Care for, feed and house animals at the county animal shelter. Maintain and clean the animal holding areas in accordance with the guidelines of the Humane Society of the United States and the Kentucky Humane Society as it relates to standards of cleanliness, use of disinfectants, and the care of animals in a shelter environment. House and control animals in accordance with the requirements of KRS and the Kentucky Animal Care and Control Advisory Board.
- Maintain records and files of the animal shelter and the animals housed there to include a record on each animal impounded, records to be maintained for a period of two (2) years and shall include all data required by KRS 258.119.
- Compile a variety of data regarding animal control data; prepare daily, monthly, and annual reports and activities.
- Investigate violations of animal control ordinances and issue warnings or citations as required; appear in court to testify regarding animal control cases.
- Serve various criminal or civil notices or papers related to enforcement of local animal control ordinances and KRS.
- Coordinate a public relations program in order to foster public awareness or ordinances regarding animal control and humane treatment of animals; work closely with the media, public interest groups and businesses to promote improved care and welfare of animals.
- Work as a salaried position using own judgment in deciding course of action, being expected to handle difficult and emergency situations without assistance.
- Maintain normal availability by radio or telephone for consultation on major emergencies or precedent.
- May be required to perform euthanasia of animals in accordance with the federal, state and local laws and requirements.
- Safeguard controlled drugs used in animal control in accordance with the federal, state and local laws and ordinances.
- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.
- Actively promote an aggressive animal adoption policy to reduce the number of animals requiring euthanasia. Assist the public in choosing a pet for adoption and accurately complete the adoption documentation.
- Attend Fiscal Court Meetings
- Seek, inspect, and issue proper license for kennels in the county.
- Develop and maintain sound financial practices.
- Formulate and implement standard operating procedures for the department.

- Perform other duties as assigned by supervisor.

Minimum requirements

High School Graduate or GED; valid state drivers license; pass background check and drug test; qualify and take training required to supervise Class “D” laborers; have completed or have the ability and be willing to complete the training set forth by the Animal Control Advisory Board; knowledge of animal related Kentucky Revised Statues; knowledge of and familiarity with animal shelter software’s such as: Shelter Buddy; experience in gathering evidence and courtroom procedures as related to Kentucky animal laws; knowledge and abilities in the feeding and care of impounded animals to include a basic knowledge of common communicable diseases and health issues encountered in an animal shelter environment as well as the care of horses, goats, cattle, poultry and other animals routinely found in Meade County.

Certificates, Licenses & Registrations

Must possess and maintain a valid Kentucky Driver's License; meet all qualifications to serve as a Peace Officer as required by KRS 61.300; certification in use and care of firearms or a willingness and ability to acquire such certification including the use of a pistol and 12-gauge shotgun on an annual basis with the Meade County Sheriff's Office Firearm Instructor; Possess a Controlled Substance Registration Certificate 2n and 3n or willingness and ability to obtain within 1 year; possess a National Animal Control Association Training Academy Level I and Level 2 certification or willingness and ability to obtain within 1 year; possess a Euthanasia Technician License; possess a FEMA National Incident Management Certificate or willingness and ability to obtain within 1 year; possess a FEMA Incident Command System for Federal Disaster Workers Certificate or willingness and ability to obtain it in 1 year

Abilities required

Learn the applicable laws, ordinances and department rules and regulations; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers’ supervisors and the public, exercise sound judgment in evaluating situations and in making decisions, follow verbal and written instructions; learn the county’s geography. Ability to write reports, business correspondence and policy and procedure documents. While performing job duties, the employee is frequently required to stand; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; crawl and taste or smell; lift and/or move more than 50 pounds, operate a motor vehicle.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I, _____, have received this job description that outlines the job duties that I am expected to perform as I hold this position and also the other requirements that I must meet in order to be employed in the position of Animal Control Director.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date