

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

Job summary

The purpose of this position is to provide administrative support to the Meade County Animal Shelter. The person holding this position is responsible for overseeing the clerical and administrative functions of the animal shelter. This person will oversee the volunteer program. A thorough knowledge of day-to-day operations of animal shelter and a thorough knowledge of County government operations is a must. 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

- Serves as Volunteer Coordinator
- Coordinates services for visitors to the shelter (i.e. animal adoptions, collect adoption fees)
- Identifies staff and volunteer development and training needs and coordinates measures to correct the deficiencies
- Develops work schedule for volunteers
- Updates required documentation for the Veterinarian
- Develops the work schedule for part-time employees to ensure they stay within hourly guidelines
- Responds to incoming telephone calls and provide information as it pertains to the animal control shelter and its functions
- Places outgoing telephone calls in support of office activities
- Advises local personnel in regard to County policy and procedures as appropriate
- Ensures that all office equipment is in working order and request necessary maintenance
- Maintains files, SOPs, office correspondence, and documents
- Keeps license and certification documentation up to date on all shelter employees
- Maintains records related to the issuance of licenses and fees collected
- Assists in the preparation of monthly reports required by Kentucky Department of Agriculture
- Prepares regular monthly, annual and specialized reports as required
- Assists in preparing monthly department reports
- Serve as a Peace Officer in the enforcement of animal related laws only
- Apprehend, impound and/or destroy in a reasonable and humane way any dog which does not bear a license tag or other legible identification that is found running at large or is vicious or diseased and may be endangering the lives and/or property of county residents
- Enforce the Animal Control ordinances, statutes and regulations of the state, county and cities inside Meade County
- Euthanize both dogs and cats as needed
- Be on 24-hour call for up to 7 days at a time to pick up animals on an emergency basis for local law enforcement agencies
- Feed and care for animals being held at the Animal Shelter
- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials and government employees on the telephone or in person
- 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 Statutes; 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 National Animal Control Association Training Academy Level I certification or willingness and ability to obtain within 1 year; ability to obtain a Euthanasia Technician License;

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