



REQUEST FOR BOARD ACTION

ITEM NO. 24.

DATE OF MEETING: July 8, 2013

REQUESTED BY: Carolyn Moser, Health Director, Pender County Health Department

SHORT TITLE: Resolution Authorizing Approval of Full-Time Animal Shelter Manager Position to the County Pay and Classification Plan (Grade 63).

BACKGROUND: We request to add a full time Shelter Manager at the Animal Shelter. The position would:

- Manage day to day operations of the shelter ensuring established care standards are met for all animals.
- Supervise shelter staff and volunteers and address public inquiries regarding animals at the shelter.
- Coordinate all shelter activities.
- Prepare & analyze reports.
- Monitor expenditures.
- Maintain inventories.
- Manage vaccine & euthanasia, medications & controlled substances.
- Monitor & maintain county, state, federal laws pertaining to the shelter.
- Assure safety rules & regulations are followed.

SPECIFIC ACTION REQUESTED: To consider a resolution authorizing addition full-time Animal Shelter Manager position to the County Pay and Classification Plan.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

CBW
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

the board hereby authorizes the addition of a full-time Animal Shelter Manager position to the County Pay and Classification Plan. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ McCoy ___ Tate ___ Ward ___ Williams ___

George R. Brown, Chairman 7/8/13
Date

ATTEST 7/8/13
Date

Animal Shelter Manager

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult administrative and technical work in planning, developing, organizing, carrying out, and supervising the County's Animal Shelter operations; work involves assigning and monitoring work of shelter staff and volunteers; does related work as required. Work is performed under the general supervision of the Animal Control Captain.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Manages the day to day operations of the Animal Shelter ensuring established care standards are met for all animals.
Oversees and carries out day to day operation of the Animal Shelter.
Supervises shelter staff and volunteers to include prioritizing and assigning work, creating work schedules, conducting staff evaluations, provides training and participates in the recruitment, selection and employee disciplinary process.
Coordinates the activities of the Animal Shelter to include preparing and analyzing reports; monitoring expenditures; maintaining and updating shelter records; and overseeing projects;
Addresses public inquiries regarding animals at the shelter, animal adoptions, animal care and disease prevention.
Serves as a liaison to County and external groups to clarify and promote the Animal Shelter and provide education to general public.
Ensures proper and humane handling of all animals.
Maintains inventory of office and shelter supplies; takes bid requests.
Observes and makes recommendations for improved operations.
Provides technical support to staff, as needed.
Manages the inventory and use of vaccines and euthanasia medications and controlled substances; maintains audit level record keeping.
Oversees the initial routine health exams of animals admitted; identifies and ensures treatment of animals requiring veterinary care.
Administers and/or oversees the administration of vaccines and drugs and the euthanasia and disposition of animals.
Monitors and maintains County, State and Federal laws pertaining to the Animal Shelter; maintains standards and reports deficiencies.
Maintains shelter certifications in Euthanasia and Injections.
Adheres to department's safety rules and regulations.
Performs assigned functions during emergency situations, if appointed.
Performs related tasks as required.

Knowledge, Skills and Abilities

Knowledge of animal control laws and regulations related to the custody and disposition of animals; safety practices concerning the handling of animals, ability to prepare and analyze reports and policies; ability to operate computer and related software applications; budget and fiscal management, ability to supervise and evaluate employees; ability to communicate orally and in writing; ability to establish and maintain effective working relationships with associates and general public.

Education and Experience

Any combination of education and experience equivalent to graduation from High School and four years of related experience.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important spoken

Animal Shelter Manager

instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions and atmospheric conditions.

Special Requirements

Valid driver's license in the State of North Carolina.