

Classification Title: Animal Shelter Manager

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Oversees Animal Shelter operations and staff. Plans long range activities and programs for shelter operations by communicating with committees and management and recommending policies and procedures.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Oversees daily shelter operations. Prepares schedules and assigns personnel. Maintains required records and logs.
2	H	Oversees animal population and determines marketability, health and temperament of incoming animals. Schedules animals for sterilization, medications, and euthanasia.
3	H	Manages personnel and provides continuing education and training in daily cleaning, feeding exams and vaccinations. Provides technical support for animal control officers.
4	S	Develops policies and procedures for sheltering animals and researches new concepts in animal sheltering methods and protocol. Serves on committees focusing on short and long range shelter planning.
5	M	Works with customers, resolving issues and concerns and provides information to the media. Supports ancillary events such as mobile adoption and provides community outreach.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Animal Science, Veterinary Medical Technology or related field.
Experience	Two years of experience in animal care management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Rabies certification, Euthanasia certification. A valid driver's license and a "safe" driving record required.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Oxydine machine, hoses, control stick, cat tongs, cages, CO chambers, kennels, trailers, needles, syringes, wrenches, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
- (2) Animal Shelter and Office

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, control sticks, cat tongs