

Classification Title: Animal Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Leads, directs, manages, and supervises the administration and enforcement of State laws and local ordinances related to public health and safety and animal care and welfare in Wake County. Responsible for staff, annual operating budget, fleet of vehicles, and the operation and performance of the Wake County Animal Center. Provides leadership, mentorship, and vision for the staff; encourages volunteer support; establishes and strengthens partnerships with not-for-profit groups and local governments; coordinates with appropriate state agencies on issues of mutual interest; establishes and monitors key performance indicators on a continuous basis.

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 | L | Works closely with supervisors to implement staff supervision, management, and mentoring policies and practices that promote and encourages accountability, high quality job performance, good personal conduct, teamwork and effective communications. Ensures fiscal responsibility and improves the care of the animals within the Animal Center while maintaining and adhering to our budget. Implements changes as needed to increase productivity, accountability and animal care. |
| 2 | S | Reviews and/or writes all policies and procedures related to the daily functioning of the Wake County Animal Center. Responsible for annual review and updating of policies and procedures. |
| 3 | L | Reviews and/or writes Emergency Preparedness Plans for Animals in Wake County. Participates in training at the EOC and any other training/exercises developed by Wake County Emergency Management that involve animals. |
| 4 | L | Improves the medical/surgical options offered by the Animal Center. Works closely with local rescue groups to increase transfer rates. Develops and implements plans to increase return-to-owner. |
| 5. | S | Serves in the prime leadership role to design and deliver education and outreach programs throughout the community to promote the importance of rabies vaccinations, animal microchipping, pet spay/neuter, Triangle Lost Pets, volunteering at the Animal Center, donating to the Animal Center, adopting from the Animal Center, and general responsible pet ownership. |

CLASSIFICATION REQUIREMENTS:

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|---|---|
| Education | Bachelor’s degree in Business Administration, Public Administration, Animal Science or related field. |
| Experience | Five years of progressively responsible experience in Animal Control, Animal Shelter Operations or Veterinary Care. |
| Equivalent Education & Experience Accepted? | Yes |
| Certification and Other Requirements | Valid driver’s license required. |
| Reading | Advanced |
| Math | Advanced |
| Writing | Advanced |
| Managerial | Receives Limited Direction. |
| Budget Responsibility | Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, 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 in regard to presentation materials and findings. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary X | Light | Medium | 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:

Blackberry, standard office equipment and software, Shelter Buddy Data Management System, Volgistics Volunteer Management System, Access.

| PRIMARY WORK LOCATION | |
|---|-----------|
| X Office Environment | Shop |
| Clinic | Vehicle |
| Recreation Centers/Neighborhood Centers | Warehouse |
| Outdoors | Other |
| | |

PROTECTIVE EQUIPMENT REQUIRED:

None.