

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	ANIMAL SERVICES MANAGER		
Department:	Police		
Supervisor:	Police Commander – Operations Support		
Date:	December 2014	Position No.	PD/11
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is under the direction of the Operations Support Bureau of the Sedalia Police Department and is responsible for planning; organize and directing city-wide animal control services; managing field and facility staff engaged in performing requested animal services and enforcing laws and ordinances pertaining to licensing, quarantines, any anticipated shelter management, humane treatment and control of large and small animals; performs public relations activities; recruits volunteers; and other duties as required.

Job Scope:

The purpose of this position is to oversee and direct the daily operation of any anticipated city owned facility for the sheltering of animals, the animal enforcement program of the city and to ensure that animals that are in custody receive proper care. Successful performance helps ensure animal and citizen safety and welfare.

Essential Duties and Responsibilities:

1. Determines and establishes goals and objectives necessary for the effective and humane conduct of animal control operations.
2. Develops and implements administrative policies and regulations for animal control and establishes uniformity in the application of rules, regulations, and policies.
3. Prepares and submits animal shelter budget to the OSB Commander, review expenditures, programs for the present and future needs of any anticipated city owned animal shelter along with equipment necessary for effective enforcement of animal regulations, and provides fiscal management over current budget allocation.
4. Plans, organizes and directs the animal control services, including the handling of special problems such as loose livestock, the quarantining of potentially rabid animals, animals that have bitten humans or animals that have been exposed to rabid or potentially rabid animals.

5. Administers the animal adoption program of any anticipated city owned facility; receives and accounts for special fees and other applicable fees in line with the city's fiscal management program.
6. Establishes and maintains cooperative relations with Federal, State, and local agencies, and private groups concerned with care, well-being and control of animals.
7. Promotes community and public relations by speaking to civic and school groups about animal care; keeps the public informed of the city's animal control program, policies and regulations via newspaper releases, radio appearances, etc.; explains city's animal control and licensing ordinances to the public.
8. Oversee the investigation of animal bites and quarantine animals; investigates calls and complaints from the public; ensures that proper warning notices and citations for violations are performed; works with the court and legal counsel in the prosecution of violators.
9. Participates in employee and volunteer selection; supervises the work and prepares performance evaluations for Animal Control employees.
10. Develops and directs continuous employee training programs in public relations, law and regulations, handling and care of animals, and other related subjects.
11. Prepares a variety of written material and statistical reports concerning animal control services, and maintains records.
12. Keeps informed on new developments in animal control methods, equipment, facilities, and regulations.
13. Manages and coordinates any anticipated city owned shelter use agreements with other jurisdictions for animal sheltering services.
14. Manages the daily operations of any anticipated city owned animal shelter(s); ensures that facility maintenance is performed; manages necessary inventories, supplies and equipment under the procurement policies of the city.
15. Ensures compliance with the Animal Care Facilities Act and the annual inspection process conducted by the Missouri Department of Agriculture and with any other relevant Federal and State regulations and laws.
16. Monitors contracts with outside vendors for veterinary services for veterinary needs at any anticipated city owned animal shelter.

17. Performs other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Minimum of an Associate's degree from an accredited college
2. 2 years experience in an animal welfare or control environment which may include humane society experience, veterinary experience, office or kennel
3. Preferred training or course work in veterinary science, law enforcement and/or experience with animals such as farming or ranching will be considered toward meeting the experience requirements
4. Minimum of 2 years of supervision experience.
4. Missouri driver's license
5. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of city ordinances and department policies and procedures.
2. Knowledge of animal behavior.
3. Knowledge of quarantine procedures.
4. Knowledge of Animal Shelter operation and applicable state laws
5. Skill in budgeting, inventory management, and supervision
6. Skill in operating a computer and standard office equipment.
7. Skill in establishing and maintaining cooperative working relationships with those connected with the course of work
8. Skill in oral and written communication.
9. Ability to deal tactfully and effectively with members of the public and the media

Guidelines:

1. City ordinances
2. State laws, department policies and procedures.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related duties connected to animal shelter operation, and the enforcement of animal control ordinances. The number of animals housed and the high volume of animal control calls contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, political officials, and other city employees.
2. Court personnel, veterinarians, postal carriers, utility workers, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over the Animal Control Officers, any and all assigned staff or volunteers assigned to anticipated city owned animal shelter(s).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically control animals and must maintain a level of physical ability accordingly.

The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices.