



## CLASS SPECIFICATION

Class Title: Deputy Director, Animal Care  
Department: Animal Care and Control  
FLSA: Exempt  
Merit: Exempt

Class Code: 676  
Eff. Date: 09/10/19  
Grade: 27

### GENERAL PURPOSE

Under the general supervision of the Animal Care & Control Director, provides leadership for the shelter operations, including the medical department, business office, field services, facilities and animal placement.

This is an appointed merit-exempt (at-will) position appointed by and under the administration of the Animal Care and Control Director.

### EXAMPLE OF DUTIES

Works closely with the Animal Control Director to develop, promulgate, and ensure Standard Operating Procedures (SOP) promoting shelter and field operations best practices are carried out. Continually reviews and/or updates SOPs for shelter and field operations and works with coordinators to create new ones as needed.

Develops, implements and monitors programs to maintain and improve the standards of humane animal care to the animals and customer services to the community. Directs and monitors all aspects of the humane treatment and handling of sheltered animals.

Works with supervisors to ensure daily activities are properly accounted for including rounds, adoptions, deposits of collected moneys, and other daily functions. Oversees the accuracy, timeliness and consistency of animal behavior assessments.

Recognizes animal abnormal behavior and symptoms of illness and brings them to the attention of a veterinarian. Works closely with veterinary staff to implement medical treatments and subsequently provide oversight of the medical care and response to treatment of all animals.

Develops training requirements and methods, sets minimum training standards and oversees curriculum used for training kennel, field, and adoption staff.

Works with the Volunteer Supervisor to ensure the Volunteer Program is consistently in line with shelter and field operations, and ensures volunteers are properly trained.

Provides oversight and assistance with field investigations including court appearances and coordination between field operations and shelter operations.

Maintains the shelter's state and federal certification for drugs.

Actively participates in other departmental programs and projects including marketing, fundraising, outreach, volunteer programs and organizational services, as needed and appropriate. Provides programs, presentations, training to staff and community. Represents the organization at outreach events and on committees.

Represents Davis County and testifies in court on applicable cases.

Works with the Director and Accountant to ensure shelter needs are met within budgetary constraints.

Researches, develops, and maintains an understanding of changing best practices. Participates in strategic planning.

Performs all duties and activities in accordance with County policies, procedures, and safe practices.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Graduation from a college or university with a Bachelor's degree in Business Management, Public Administration, Zoology or a closely related field plus five (5) years of related experience, at least two (2) of which must have been in an administrative/supervisory capacity; or an acceptable combination of education and experience.

### **2. Other Requirements:**

Must possess, or obtain within six months of hire date, a valid Euthanasia Certification from an authorized entity and a valid Federal Controlled Substance license.

Must pass a criminal history background investigation as required by the position.

Must possess a valid driver's license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### **3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** domestic pets and livestock, including behavior, appropriate care and housing,



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common health problems, disease symptoms and handling techniques; animal sheltering best practices; budget development, practices, and implementation; principles of effective management.

**Skill in:** operating standard office equipment and applicable software.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** exercise sound independent judgment; work with minimal supervision; prepare clear, concise and accurate reports; develop long-range planning techniques, policies and procedures for animal services facilities and programs; understand and comply with applicable federal, state, county and department rules, policies and regulations; maintain a collaborative and cooperative working relationship with elected and appointed officials, other County employees, and the general public; maintain a professional demeanor at all times; follow written and oral instructions; communicate effectively (orally and in writing).

### WORKING CONDITIONS

Ability to work extended and/or flexible hours. Perform duties that require reaching, stooping, bending, leaning, lifting, and extended periods of standing.

Regular exposure to animals that may bite, kick, scratch or be diseased; to fur, dander, unpleasant odors, loud noises; to unsanitary conditions, dust and chemicals.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

### Approval Information

Date: 3/03/2021

Department Approval: Rollin Cook

HR Generalist Approval: Mindy Adams

Classification Approval: Marina Brito