



CLASS SPECIFICATION

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

Class Code: 8005
Eff Date: 4/2/86
Grade: 32
Revised: 12/27/10

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Commission. Under broad policy guidance and direction from the Davis County Commission, performs professional administrative and supervisory duties in directing a County-wide Animal Care and Control Program.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Supervises the animal care and control staff; hires employees in compliance with the Davis County Merit System Ordinance and applicable employment laws. Ensures proper training of employees; assigns and monitors work; evaluates performance in compliance with Davis County Personnel Policies and Procedures; disciplines personnel as required and in compliance with policies, procedures and practices.

Prepares and administers department budget; forecasts the funding needs for staffing, equipment, materials and supplies; monitors, approves and controls expenditures; implements budget adjustments as necessary.

Directs, coordinates, and supervises all administrative functions for the animal registration program and shelter activities. Ensures proper shelter reports and animal accountability are completed by staff; ensures billings for animal services are prepared and sent out. Ensures shelter monies are accounted for and handled properly. Responsible for the day-to-day operation, care and control of the shelter including cleaning kennels, euthanizing animals, office functions, citizen assistance, adoptions and animal licensing. Administers animal euthanasia injections.

Directs, coordinates, and supervises all administrative functions for field service operations; oversees Animal Control Officers' reports and citations.

Responds to and resolves difficult and sensitive citizen inquiries and complaints; investigates reports or complaints of dogs, cats or other animals creating nuisances or endangerment and take appropriate action; investigates reports of animal abuse.

Develops department unifying principles, goals, objectives, policies/procedures, programs and priorities; reports and evaluates program effectiveness; monitors and evaluate the efficiency and effectiveness of service delivery methods and procedures; meets with staff to identify and resolve problems.

Implements, interprets and enforces animal laws, statutes, and ordinances; recommends changes in local animal ordinances to provide for proper care and handling of animals; may introduce and lobby for animal care and control legislation.

Represents the department at various community and civic meetings and functions; develops education and public relation programs concerning animal cruelty and owner responsibility; develops and maintains

cooperation between public, civic, professional, and community groups. Intervenes in conflict resolutions between community members and animal owners; responds to and resolves crisis situations.

Coordinates cases with attorneys and courts as needed; writes requests for search warrants and summons; prepares for and testifies in court on applicable cases.

Purchases and maintains supplies, food, and equipment; purchases controlled substances and maintains accurate inventory of the same; ensures drugs administered are recorded and stored in compliance with all applicable laws and regulations.

Ensures building facilities and grounds are properly maintained. Ensures proper use and accountability for the care, condition, and use of department facility, materials, equipment/tools, and funds.

Prepares and presents reports, contracts, proposals and other correspondence.

Ensures proper use, repair and maintenance on all department vehicles.

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

Performs 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 three (3) of which must have been in an administrative/supervisory capacity; or an acceptable combination of education and experience. Preference for experience in animal services or law enforcement and/or preference for experience in a socially conscience animal sheltering facility.

2. Special Requirements:

Must pass a BCI/NCIC background investigation.

Must possess or obtain (within six months of hire date) a valid Euthanasia Certification from an authorized entity.

Must possess or obtain (within six months of hire date) a valid Federal Controlled Substance license.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; 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:

Considerable knowledge of: County and departmental policies and procedures; principles of management, program development and administration; personnel management/evaluation and supervisory techniques, principles, procedures and practices; Federal and State animal regulations and other related Federal, State and local laws/ordinances; preparation and negotiation of contracts; animal handling, diseases and medical care; drugs, dosages and gases used to euthanize, medicate and sedate animals; purchasing; budget preparation and management and accounting principles and techniques.

This position may require 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: assign, supervise and evaluate the work of others and promote team building; train employees; coordinate work and services with multiple organizations; develop, implement and evaluate services and programs; work well under pressure; understand, interpret, explain and enforce animal control laws, regulations and ordinances; communicate professionally and calmly with hostile and angry citizens; manage human and animal behavior in crisis situations; solve complex issues and problems; analyze a situation and make sound recommendations; speak/present before public audiences of various sizes; administer euthanasia; compose documents; work for sustained periods of time maintaining concentrated attention to detail; respond to crisis situations before and after regular work hours; be self-motivated; operate all applicable computer hardware and software; establish and maintain effective and cooperative working relationships with supervisors, County employees, other agencies, and the general public; follow written and oral instructions; communicate effectively and professionally (orally and in writing).