

ANIMAL SERVICES DIRECTOR

MAJOR FUNCTION

This is a management and administrative position which organizes, manages and directs all the activities of the County's Animal Services Department. This position is responsible for the animal regulatory services, animal cruelty and dangerous dog investigations. Responsibilities include all activities involving the Animal Center which encompasses housing and caring for incoming stray and unwanted animals, adoptions, public education, recovery of owned animals, public spay/neuter programs and the mobile spay/neuter clinics.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Directs, through subordinates, all aspects of the Animal Services department which includes all road operations, shelter operations and emergency management needs for domestic animals.
- Interprets and administers the functions of the State and County's animal ordinances and laws.
- Prepares and monitors department budget, revenues and expenses, and prepares special reports as required.
- Conducts special studies when directed by the County Administrator or Commission.
- Directs, through subordinates, the planning, scheduling, and coordination of departmental activities in Animal Services.
- Develops policies, procedures, and priorities to meet established goals.
- Attends conferences, public hearings, professional meetings, and conducts public information speaking engagements, which may be held outside the normal workday, to civic groups, homeowner associations, etc. on Animal Services policies, procedures and functions.
- Administers the preparation of memorandum and correspondence pertaining to any aspect of the Animal Services Department.
- Reviews and approves all weekly timesheets and activity reports.
- Oversees and assists in supervision of department employees, including conducting performance evaluations, interviewing prospective employees, making decisions related to promotions, candidates for hire, employee training, and disciplinary actions.

SECONDARY FUNCTIONS

- Performs other duties and tasks as assigned.
- May perform duties of an Animal Control Officer or Animal Compliance Official.

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- Manages & directs the ESF 17 function of Emergency Management operations during disasters.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over employees and indirect supervision of a large size staff that reports to other supervisors or managers includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; directing volunteers; evaluating job performance; recommends the selection of new staff members, promotions, status changes, discipline; planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor's Degree from a four-year college or university; with five years related experience and training in management, field and shelter operations; or equivalent combination of education and/or experience.

Licenses

Possession of a valid Florida Drivers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume.

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- Ability to apply concepts of algebra and geometry

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to deal with several abstract and concrete variables.
- Interprets complex and detailed technical data.
- Develops plans, policies, specifications continually for on going programs.
- Functions independently as an expert in matters of specialized code, rules, policy, benefits analysis, and department budgetary and accounting systems.

Specialized Skills and Abilities

- Knowledge of the principles and practices of public administration.
- Ability to perform research and analyze statistics and other related data.
- Ability to read and interpret codes, ordinances, policies, procedures, rules and regulations.
- Thorough knowledge of Marion County codes and ordinances related to Animal Service issues and animal sheltering issues.
- Knowledge of federal, state and local regulatory requirements applicable to animal control, animal shelter and veterinary clinic operations,
- Through knowledge of animal sciences, capture, control methods and practices.
- Understanding of policies, preventive guidelines and animal regulatory service requirements.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work with toxic or caustic chemicals and will regularly be required to work in wet or humid conditions, in outdoor weather conditions, and to be exposed fumes or airborne particles. The noise level will be loud.

Established: 3/2008

Pay Grade: 26

Job Description Number: 1202

Category: 1

Status: E

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