

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Director of Animal Shelter**

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Exempt (Y/N): Yes

DATE REVISED: June 2016

DEPARTMENT: County Judge's Department

SUPERVISOR: Chief of Staff

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**SUMMARY:**

The Animal Shelter Director under the general supervision of the Chief of Staff as directed by the County Judge is responsible for the administration of all the required activities of the Washington County Animal Shelter. The Director is responsible for everything that happens or fails to happen regarding the operation and management of the Shelter, but more specifically is responsible for the development of annual budgets, and comprehensive plans and programs that insure accepted practices are successfully followed in the care and handling of all animals coming under the control of the Shelter. The best case scenario for the welfare of each animal under the care of the Washington County Animal Shelter will always be the primary concern of the Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Maintain specific records regarding the number and type of animals that come under the control of the shelter each month, a numerical break out indicating the origin of the animal, (named city or county) and the method of dispatching those animals.

Administer sheltering contracts with Washington County municipalities and tabulate monthly charges to be paid to the county treasurer from specific cities under contract for animal sheltering and ensure that appropriate invoices are forwarded to the cities in a routine and timely manner.

Maintain accurate accounting of all funds received by the Animal Shelter, from adoptions, reclaims, donations and spay/neutering, and be prepared to provide monthly and annual reports regarding total receipts and tracking of the funds.

Oversee the Low Cost Spay/Neuter program for Washington County. Maintain specific record regarding applications, income eligibility as well as surgical and post-operative records.

Ensure the shelter is always compliant with all pertinent county, state, and federal laws, and that the shelter meets all Arkansas Standards for Sheltering.

Evaluate the annual budget of the shelter and ensure that all programs are operated in a financially responsible and efficient manner.

Use and maintain shelter specific software. Monitor data of current capacity, surgical, and vaccination logs, medical treatments and microchipping.

Conduct staff meetings with all employees of the shelter as necessary for training, information flow, and policy changes.

Prepare employee work schedules to ensure adequate coverage for all shelter requirements, while preventing excessive overtime. Check all employee time clock entries for accuracy before submission to the Comptroller and HR. Appropriately scheduling vacations and paid time off of employees as well as continuing education training for employees.

Perform supervisory responsibilities in accordance with Washington County Policies which include creating job descriptions, interviewing job applicants, hiring, and training employees, and developing a strong work ethic in all employees. Maintain personnel records with written consultation, and evaluations as necessary.

Maintain a clean and sanitary animal shelter at all times. Writing and implementing sanitation protocols and procedures in accordance with the advice from the Shelter Veterinarian. Purchasing and making available economical yet effective cleaning solutions and products.

Writing and implementing disease management protocols and procedures including cross contaminations and zoonotic disease transmission for the shelter.

Ensure that all citizen requests for service and any citizen complaints are processed in a rapid and professional manner and within Washington County policies and all applicable laws and standards regarding animal sheltering.

Prepare reports and special presentations for the County Judge and Quorum Court as required.

Develop a good working relationship in all areas of the media so as to be better prepared to communicate information about special projects, events, and situations to inform the public as necessary. Coordinate PSA's and weekly and monthly radio and TV appearances, educating the public on animal related issues as well as getting pets adopted.

Coordinate, schedule and staff on-site adoption events, such as Pet Palooza and monthly adoption events. Oversee the coordination of off-site adoption events, choosing animals to attend and paying special attention to the medical records and preparation of animals attending events. Outside adoption events include: Farmer's Market, Tractor Supply, Core brewing, and a variety of other locations as requested.

Develop a strong cadre of qualified animal shelter volunteers and the guidelines under which they will be allowed to participate at the Shelter. Supervise all volunteers and keep records of days and hours worked at the Shelter.

Coordinate with the staff Veterinarian regarding the selection of animals for euthanasia and approve and supervise the process to ensure it is conducted in a humane fashion and according to state and federal law. Administering testing for euthanasia certification of Kennel personnel and submitting appropriate paperwork for State certification. Coordinating with Staff Veterinarian all medical treatments for shelter animals.

Supervise and coordinate the purchase of all animal shelter supplies, services, and equipment while following Washington County purchasing policies and guidelines.

Develop a comprehensive adoption and fostering program at the Animal Shelter, and as Director approve all applications for fostering and adoption of shelter animals. Write and adjust adoption and fostering applications as needed to comply with major animal welfare organizations recommendations.

Maintain constant contact with your immediate supervisor, and provide any information that you feel should be pushed up to the higher echelons of your supervisory chain and this administration.

Apply for grant funding and maintain records for reporting the use of grant funds.

Oversee transport programs, communicating with potential rescue organizations, collecting application information, making reference calls and forwarding to the County Judge for approval. Monitoring current rescue organizations to ensure the group complies with Arkansas Standards for Sheltering. Scheduling and submitting timely paperwork for transport pick-ups, documenting all medical information from time of the animal's arrival to the shelter and transferring ownership of any animal going to rescue to the receiving agency.

Set up and facilitate shelter tour groups from local schools, educating children of shelter policies and procedures, adoptions, as well as spay/neuter. Facilitate educational meetings at local Elementary Schools.

Work with major animal welfare organizations, such as, HSUS and ASPCA to ensure proper procedures are in place and to receive education and ideas for improvement.

Coordinate the community service program at the shelter. Approve applications and schedule service to be performed. Oversee the assigning of tasks to be performed and the verification of hours. Oversee the completion of service logs as needed.

Coordinated, schedule and staff fundraising opportunities for the shelter.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE:**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 8 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:**

Budget Responsibility: \$690,000.  
Equipment & Property: \$3,000,000.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises 5 subordinate supervisors who supervise a total of 13 employees and 11 work release personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable guidelines. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising and evaluating performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**COMMUNICATION SKILLS:**

Ability to write reports, business correspondence, and policy/procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**CONTINUING EDUCATION:**

Attend conferences, training classes and receive continuing education relating to sanitation, capacity for care, and Shelter Management, yearly as budget constraints allow.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

**CRITICAL THINKING SKILLS:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**SUPERVISION RECEIVED:**

Under administrative direction of the Office of the County Judge, comply with stated standards of performance. Reports to senior management of the organization.

**PLANNING:**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING:**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

**MENTAL DEMAND:**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING:**

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:**

Regular use of complex machines and equipment (desktop/laptop computer and software, incinerator, and other equipment, etc.)

**ACCURACY:**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

**PUBLIC CONTACT:**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**EMPLOYEE CONTACT:**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:**

Director must maintain current DEA license, euthanasia and crematory license. Must complete and receive certificates for three levels of Animal Cruelty Investigations training within three years.

## **SOFTWARE SKILLS REQUIRED:**

Intermediate: Spreadsheet, Word and Shelter Specific Software.

Basic: Alphanumeric Data Entry, Contact Management, Word Processing/Typing

## **PHYSICAL ACTIVITIES:**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

## **ENVIRONMENTAL CONDITIONS:**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

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