



# COUNTY OF NYE

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## CLASS TITLE: ANIMAL SERVICES MANAGER

### BASIC FUNCTION:

Under direction performs a variety of duties related to the County's Animal Shelter and pet adoption programs; Supervises clerical support staff, kennel assistants, volunteers and inmate workers.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Supervises assigned staff to include: staff selection; provide training in proper work methods and techniques; conduct performance evaluations; administer discipline.
2. Plans and administers the budget & expenditures during the fiscal year; assists with the purchasing and accounting of property, equipment and supplies; advises on matters concerning facility/equipment related activities.
3. Develops, implements, and monitors new and revised operational policies and work procedures.
4. Coordinates with local veterinarians to determine cost-effective treatment plans for animals in the shelter.
5. Uses a computer to develop and manage databases and/or spreadsheet files
6. Ensures compliance of the animal shelter in accordance with all applicable Federal, State, and local laws and regulations.
7. Responds to and resolves difficult and sensitive public inquiries and complaints.
8. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of animal control.
- Applicable laws, codes and regulations governing the licensing, quarantine, impounding and care of animals.
- Safety principles, practices and equipment related to the work.
- Principles and practices of budget management.
- Record keeping principles and practices.

- Correct business English, including spelling grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to work.
- Interpreting, explaining and applying laws, regulations and policies relating to animal shelter practices and programs; assessing animal behavior and making effective decisions.
- Representing the county in contacts with county officials community and other agencies and the public and making effective presentations.
- Preparing clear and complete reports, correspondence and other written materials.
- Maintaining accurate records and files using software applications.
- Organizing own work, setting priorities and meeting critical deadlines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds in person and over the telephone, often where relations may be confrontational or strained.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school AND four (4) years of experience in cleaning and maintaining kennels and providing care for animals within an animal shelter, veterinary office, animal hospital, or pet store, including at least two (2) years of lead or supervisory responsibility, preferably in an animal control setting.

#### **LICENSES:**

Nevada Driver's License

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Direct supervision of department staff.

#### **CONTACTS:**

County Management, department heads, co-workers, general public, District Attorney's Office, and veterinarians.

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical kennel setting, use standard office equipment, strength and stamina to lift and maneuver animals weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Work is subject to performance while exposed to adverse environmental conditions, loud noises and unpleasant sights and odors; exposure to animal bites and other related injuries; incumbent must be willing to handle injured, ill or dead animals in potentially hazardous situations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **CONDITIONS OF EMPLOYMENT:**

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.