

McDUFFIE COUNTY, GEORGIA
CLASS SPECIFICATION

Job Title: Animal Shelter Director
Department: Animal Shelter
Reports To: County Manager

Dept Code: 3910
Date: 10/2022

JOB SUMMARY:

The McDuffie County Animal Shelter Director is responsible for the overall day-to-day operations of the McDuffie County Animal Shelter and the welfare of the animals there. The Director reports to the County Manager and supervises one part-time Technician. The Director will be tasked with building a network of community contacts to improve adoption and euthanasia rates, increasing volunteer participation and establishing a public-facing, care-centered mission for the Animal Shelter Department.

JOB ESSENTIAL FUNCTIONS:

- Shelter Management
 - Responsible for staff and overall animal welfare
 - Ensure compliance with requirements of the Georgia Department of Agriculture any other federal, state, and/or local regulatory guidelines
 - Provide the highest quality of care possible within the shelter's resources, including ensuring feeding, cleaning, medical care, exercise and considerate, compassionate handling of shelter animals
 - Manage the continued process of animals being transferred in from other facilities/owner surrenders and animals being adopted out
 - Cultivate positive relationships with rescue groups, transport organizations, veterinarians and shelter partners and others to facilitate animal transfers and ensure established standards of care
 - Maintain or improve live release, adoption and euthanasia rates
 - Work with the shelter team to implement standard protocol and procedures
 - Supervise and perform euthanasia in accordance with shelter protocol and Georgia law; train personnel in preparation for euthanasia certification achievement
 - Maintain and review reports and documentation:
 - Equipment and daily operational supply inventory and status
 - Daily adoption/surrender/euthanasia activity sheets
 - Prepare monthly/annual animal statistics reports and paperwork for leadership and public review
 - Manage of department budget
 - Develop work schedules, evaluates staff performance, submits time and attendance information into payroll system, maintains personal and training files, etc.
- Public Information/Education
 - Establish public education program for proper care and treatment of animals
 - Serve as speaker for community groups as requested

- Coordinate with Public Information Officer on all external communication, including but not limited to social media, website updates, adoption events, press releases, interviews, and video or TV requests
- Establish and maintain web listing of available animals
- General
 - Provide a positive example regarding work ethic, attitude, professional ethics, knowledge of policies and procedures, interpersonal interaction and respect for animals and humans
 - Provide on-call support to respond to animal emergencies on an as-needed basis
 - Other duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION:

- Experience in animal welfare or animal medicine
- Comprehensive knowledge of animal control management methods
- Supervisory or leadership experience, preferably in a shelter, rescue or animal control environment
- Ability to supervise and create strong, positive team relationships with staff and other shelter partners
- Ability to multi-task, prioritize consistent with shelter priorities, deal calmly with a certain level of expected chaos, and to meet deadlines
- Ability to work with and handle stressed, injured and possibly aggressive animals safely and humanely
- Skillful at responding to controversial perspectives with diplomacy
- Proficiency with word processing and spreadsheet software
- Ability to reach with hands and arms, stand, walk, sit, stoop, kneel/crouch, and lift or move 50 pounds
- Able to work weekends and holidays as necessary
- Preferred: Knowledge of federal, state and local laws and ordinances, animal safety and disposition practices, program promotion and evaluation, financial management
- Preferred: Knowledge of equipment associated with animal control activities, including animal restraint equipment, chemical immobilization equipment, animal traps, etc.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Four years of experience in a veterinary office, kennel, shelter or similar environment
- Four years of supervisory experience preferred
- Experience in working with governmental agencies, community groups, volunteers and or animal welfare organizations
- Euthanasia Certification required
- Possess and maintain a valid driver's license