



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Animal Shelter Supervisor
Department: Public Health
FLSA Status: Exempt
WC Code: 8831
Effective Date: July 1, 2015
Last Revised: July 1, 2018
Pay Grade: NU 14
Union: Non Union (Supervisory)

SUMMARY

Plan, organize, and develop programs that will meet the principles and objectives of the Josephine County Animal Shelter. Directs the day-to-day operation of the interests and facilities within the framework of policy and authority established by the Public Health Director, which includes public relations, personnel management, liaison with Government and civic organizations, and financial management. Work is performed under the general supervision of the Public Health Director or designee who reviews work for adherence to established policies and procedures, as well as to County/City ordinances and state statutes and is reviewed primarily through results attained. Incumbents in this classification are required to exercise considerable independent judgment as much of the work is performed without direct supervisory oversight. An employee in this classification is responsible for planning, scheduling, assigning and overseeing the work performed by Shelter Technicians, and volunteers. In addition, incumbents routinely provide training and assistance to other animal shelter staff. Responsibilities generally include organizing work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of assigned employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Represents the Josephine County Animal Shelter at meetings and conferences. Prepares for the Animal Shelter Advisory Board monthly operating reports including shelter, fundraising, and educational activities, and attends monthly board meetings.
2. Administers personnel policies established by the Public Health Director and the County.
3. Plans, organizes, and develops programs which will meet the principals and objectives of the Josephine County Animal Shelter under the policies set by the Public Health Director.
4. Obtains and maintains Euthanasia Certificate and ensures that Animal Shelter Technicians do the same, maintains strict control of all pharmaceutical products and their use in accordance with Drug Enforcement

Administration. Ensures appropriate inventory, maintenance, storage & handling of narcotics, medicines and needles.

6. Performs duties at the animal control shelter including answering the phone, contacting Animal Control Officers, filing, responding to citizen questions and requests, receiving and releasing animals and performing shelter maintenance.
7. Answers questions from the general public regarding animal shelter policies and procedures; follows up on complaints or refers to the Public Health Director or appropriate Animal Control Officer. Monitor all media exposure: Internet, Radio, TV, and Print.
8. Assists with fund raising activities. Coordinate capital campaigns, and apply for Grants from Foundations, Trusts, etc.
9. Seeks out and maintains community contacts and represents the Josephine County Animal Shelter through various types of organizations. Maintains liaison with veterinary associations and other professional organizations.
10. Directs and instructs personnel in the maintenance of buildings, equipment and grounds.
11. Continually observes conditions within the organization and makes suggestions and makes recommendations for change or improvements to the Public Health Director. Works with the Public Health Director to develop and implement policies.
12. Performs shelter maintenance including feeding/care of animals and the cleaning of kennels/cages.
13. Issues animal licenses; receives payments for fines/fees and issues receipts.
14. Maintains necessary records of shelter activities; i.e. inputting complaints, issuing license notices, and adoptions.
15. Organizes work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of animal control officers, shelter technicians, volunteers and corrections workers.
16. In conjunction with Public Health Director, draft and manage animal shelter budget.
17. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

An employee in this classification is responsible for the supervision and coordination of personnel and volunteers in the animal shelter. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending on hiring and termination decisions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed are representative of the knowledge, skill, and/or ability required: Considerable knowledge of animal care, behavior and handling, and the laws and regulations pertaining to animal control and licensing is required. Must possess knowledge of safety requirements and practices, and ability to exercise precautions in performing responsibilities and overseeing work performed by assigned employees. Must possess the ability to communicate effectively both verbally and in writing; deal tactfully and effectively with the general public; establish and maintain effective working relationships with other County departments, law enforcement personnel and other employees; exercise interpersonal skills to include conflict management and problem solving; maintain necessary records; and understand and apply laws and regulations pertaining to animal control. Knowledge of general office software and equipment. Knowledge of animal protection issues and commitment to the objectives of the Josephine County Animal Shelter. Strong organizational skills, human relations, and communication skills, the ability to work independently, establish priorities, meet deadlines and organize workload of assigned staff is required.

EDUCATION AND EXPERIENCE

High school graduation or equivalency and five (5) years' experience working in either an Animal Shelter or an organization dedicated to animal welfare. Experience developing and implementing programs preferably involving work with customers and/or the public. Three (3) years' experience providing training, oversight, and general direction to subordinate staff; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. A Bachelor's degree preferable.

JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to destruction of an animal not in accordance with the law, providing of inaccurate information to the public, or false arrest. Typical problems encountered generally revolve around resolving animal caused nuisances and the interpretation and application of County/City ordinances and state statutes. The work frequently involves working with emotional or irate animal owners and/or complainants.

JOB CONTACTS

Incumbent in this position works directly with animal owners, complainants and the general public. The position works directly with the Public Health Department in regards to the dog-licensing program and the Sheriff's Department in coordination with Animal Control Officers.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent verbal and written communication skills. Strong public speaking, writing, grammar, and editing skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problem involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

The ability to effectively handle animals and respond to sensitive situations involving citizen complaints and/or animals seizures.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid and unrestricted Oregon Driver's license; safe driving record. Ability to obtain state certification to euthanize by injection.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Performs work requiring euthanizing animals, handling potentially vicious animals and the possibility of coming into contact with animals having rabies, Lyme disease, and cat scratch fever. Incumbents are required to lift 50 pound bags of dog/cat food. The position is impacted by the necessity of uncontrollable work flow, the need to make quick decision and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds =50			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal for driving			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>