

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### ANIMAL CENTER MANAGER

**Department:** Animal Services  
**Pay Grade:** 113  
**FLSA Status:** Exempt  
**Job Class:** 1203  
**Risk Code:** 8831

#### JOB SUMMARY

Responsible for the day-to-day supervision of animal care personnel and the general operation of the Animal Center.

#### ESSENTIAL JOB FUNCTIONS

- Organizes and assigns daily activities relating to animal care.
- Develops supervisory and technician after-hour schedules.
- Supervises and trains technicians in the Animal Center operations relating to the care and maintenance of animals and various diagnostic testing, which requires specialized knowledge and skills.
- Ensures completion of tasks assigned to subordinates by supervisor.
- Functions as expert and information resource in animal care field.
- Reviews work of subordinates for completeness, accuracy, and compliance with departmental objectives.
- Evaluates personnel on performance, observance of rules and regulations, public contact, and customer service.
- Manages various aspects of the Volunteer Program, including recruitment, processing applications, orientation, recording hours and achievements, group/individual meetings, maintenance of program, and updating policy/procedures and the volunteer handbook.
- Organizes and facilitates various adoption events that volunteers take lead on or may assist.
- Encourages and facilitates professional development and leadership capabilities of staff.
- Designs and administers questionnaires for new employee interviews.
- Anticipates and solves problems facing the division, staff, administration, and customers that result from or are affected by the operation of the division.
- Responds during the workday, after-hours, and on weekends for management assistance as needed.
- Collaborates with management to meet organizational goals and requirements.

- Assists management with perpetual compliance and preparedness for essential emergency services.
- May assist with developing policies, procedures, and priorities to meet established goals.
- Vaccinates, draws blood, collects specimens, administers medication, performs microchip implant procedure, assists veterinarian with surgery and exams, performs pre- and post-operative care, and reads and interprets routine diagnostic tests at the shelter and/or the mobile spay neuter clinic.
- Oversees daily cleaning and sanitization of facility, routine repairs, and maintenance.
- Perform euthanasia of animals.
- Maintains records, reports, and drug logs. Ensures competency, documentation of all tasks, and compliance of controlled substance (euthanasia drugs).
- Conducts animal identification, assessment, redemption, and adoption procedures.
- Assists animal service representatives with the impoundment of incoming animals.
- Assists animal control officers with handling, identification, vaccinations, placement of animals and education of the public regarding local and state animal laws.
- Ensures daily data entry for record keeping and inventory of animals.
- Selects and makes recommendations for final disposition of animals.
- Stocks, maintains, and inventories medicine and supplies.
- Coordinates and supervises the utilization of volunteers, community service assignees, and juvenile workers in unskilled general care-taking duties.
- Required to report to work or work unscheduled extended hours for the circumstance of large animal seizures, cases, or other urgent animal medical needs.
- May act as Animal Services Operations Manager in his/her absence.
- May work at the reception desk area to equalize peak periods, perform clerical duties, answer phones, and perform routine transactions including cash handling.
- Required to report to work to provide support, coordination, and completion of duties as detailed by the Florida Division of Emergency Management ESF17 in the event of a disaster, severe weather threat, or other declared emergency.
- Ensures basic maintenance and care of the Animal Center's county vehicles.
- Provides 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.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for directly and regularly supervising work of a moderate size staff, with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

## **QUALIFICATIONS**

### **Education and Experience:**

Associate's degree or equivalent; and five (5) years' related experience; or an equivalent combination of education and experience.

### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Successful completion of Florida State approved sixteen (16) hour euthanasia technician certification course within six (6) months of appointment.
- Rabies preventative immunization required upon appointment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to calculate figures and amounts such as proportions, percentages, area, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding the use of equipment, tools, or materials.
- Knowledge of drug use regulations, euthanasia and disposal techniques, and bio-hazardous waste disposal.
- Knowledge of communicable zoonotic disease symptoms and veterinary technical procedures.
- Skill in conflict resolution.
- Ability to identify animals by breed, breed traits, assess behavior, and recognize common health conditions and symptoms of disease.
- Ability to remain calm in stressful situations involving people and animals.
- 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.
- Ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to climb, balance, and run; will regularly be required to talk or hear; and will frequently be required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, stoop, kneel, crouch or crawl, and smell.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, wet or humid conditions, animal waste and/or blood, and cleaning chemicals. The noise level for environment is loud.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***