

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 SERVICES DIRECTOR

Department: Animal Services
Pay Grade: 121
FLSA Status: Exempt
Job Class: 1202
Risk Code: 8831

JOB SUMMARY

Responsible for organizing, managing, and directing all activities of the County's Animal Services Department. This position is responsible for animal regulatory services, animal cruelty, and dangerous dog investigations.

ESSENTIAL JOB FUNCTIONS

- Leads and directs, through subordinates, all aspects of the Animal Services department which includes all supervision and management of employees, customer service, public relations, finance, regulation, compliance, and general operations (e.g., road operations, shelter operations and emergency management needs for domestic animals, etc.).
- Leads the organizational culture through facilitating trainings and group exercises. Produces written materials to help guide positive cultural change within the organization.
- Interprets and administers the functions of the State and County's animal ordinances and laws.
- Develops leadership and management abilities of subordinates.
- Prepares and manages department budget, revenues, and expenses and prepares special reports as required.
- Conducts special studies when directed by the County Administrator or Commission.
- Serves as an ambassador for the County and liaison to external agencies such as the State Attorney's Office, Veterinarians, the Clerk's Office, the Humane Societies, and animal welfare groups.
- Develops policies, procedures, and strategies to meet established goals in conformance with goals, policies, and regulations established by the Marion County Board of County Commissioners.
- Attends conferences, public hearings, and professional meetings and conducts public information speaking engagements, which may be held outside the normal workday, to civic groups, homeowner associations, etc. on Animal Services policies, procedures, and functions.
- Administers the preparation of agreements, memoranda, and correspondence pertaining to any aspect of the Animal Services Department.

- Administers the functions of the Dangerous Dog Classification Board.
- Collaborates with the Florida Animal Control Association regarding any proposed changes to Florida State Statutes related to animals.
- Collaborates with the local veterinarians in the licensing and sale of County animal registration tags.
- Coordinates with various law enforcement agencies to develop and implement animal services programs within the County.
- Directs programs and objectives in collaboration with the local humane society, civic groups, and local schools toward educating the general public and pet owners on the responsibility of animal ownership, the Animal Control Ordinance, and public safety.
- Manages and directs animal-related activities of Emergency Support Function ESF17 before, during, and after a storm or disaster.
- Oversees applicable livestock operations and farm(s).
- 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 direct supervision over employees and indirect supervision of a large size staff that reports to other supervisors or managers includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; directing volunteers; evaluating job performance; recommending the selection of new staff members, promotions, status changes, discipline; planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in relevant field or equivalent; and five (5) years' experience in management and field and/or shelter operations; 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.

- Animal Control Officer certification preferred.
- ICS 100, 200, 700, and 800 within six (6) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret technical journals, financial reports, and legal documents.

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to public groups and/or boards.
- Ability to maintain statistics.
- Ability to calculate figures and amounts such as discounts, proportions, percentages, area circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to develop policies, programs, plans, or procedures.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to function independently as an expert in matters of specialized code, rules, policy, benefits analysis, and department budgetary and accounting systems.
- Knowledge of the principles and practices of public administration.
- Knowledge of Marion County codes and ordinances related to Animal Service issues and animal sheltering issues.
- Knowledge of federal, state, and local regulatory requirements applicable to animal control, animal shelter, and veterinary clinic operations.
- Knowledge of animal sciences, capture, control methods, and practices.
- Knowledge and understanding of policies, preventive guidelines, and animal regulatory service requirements.
- Ability to exercise considerable independent judgment.
- Ability to resolve customer and staff matters and concerns.
- Ability to perform research and analyze statistics and other related data.
- Ability to read and interpret codes, ordinances, policies, procedures, rules, and regulations.
- Ability to remain calm in stressful situations
- 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. Includes the 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 sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment. While performing the duties of this job, the employee will occasionally be required to with fumes or airborne particles and toxic or caustic chemicals and may be required to work in wet or humid conditions, in outdoor weather conditions, and to be exposed fumes or airborne particles. May be required to wear a respirator. The typical noise level 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.*