

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 11/03/17

Closing Date: 11/13/17

TITLE: Assistant Manager, Animal Control Facility

SALARY: *Applicant to provide salary requirements*

Hours: 40 35

DEPARTMENT: Human Services

Union: Mgmt

LOCATION: Animal Shelter, Pleasantville

NJCSC Test Required: Yes No

Grant Funded: Yes No

DEFINITION:

Under direction, assists the Manager, Animal Control Facility in planning, organizing, directing, and coordinating the activities of an animal control facility which is operated for the purpose of confining animals, seized under state law or other regulations and/or for the purpose of receiving, housing, and distributing animals; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience in the care, handling, and feeding of animals in an animal control program, animal hospital, animal shelter or pound, pet shop or with an animal breeder, one (1) of which shall have been in a supervising capacity.

LICENSE:

Possession of a current and valid certificate as an animal control officer issued by the New Jersey Department of Health and Senior Services.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK:

Assists in establishing and implementing policies, procedures, and programs pertaining to the operation of the animal control facility.

Assists in providing, through subordinates, such services as the capturing and impounding of stray animals, wild game, unlicensed dogs, etc.; the care and feeding of animals held in the facility, medical attention for the animals, and the implementation of a rabies control program.

When the services of the facility are supplied under contract, assists in seeing those contractual obligations are adhered to by both parties.

Assists in coordinating the activities of the various units at the facility in order to maintain an orderly program.

Assists in the preparation of the budget for the facility and administers budgetary controls and expenditures.

Assists in making and executing plans for the effective utilization of available funds, personnel, equipment, materials, and supplies.

Acts as liaison between the facility and various municipalities for animal control activities.

Follows up on actions of the animal control facility through correspondence and personal contact.

Assists in directing the establishment and maintenance of extensive records and files.

Prepares clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations for the facility.

Assists in supervising through the assignment of personnel and close personal observation and involvement, the coordination of such services as the capturing, segregation, and impounding of stray animals, unlicensed dogs, wild animals, etc.; the care, feeding, watering, and cleanliness of animals held in the facility; the cleaning and maintenance of the facility itself, and vehicles used to transport animals to the facility; the medical attention for the animals and the disposal of animals after euthanasia; the implementation of a rabies control program; the implementation of an adoption and adoption follow-up program and the reclamation of animals with proper identification.

Observes animals in custody for indications of disease or injury, solicits veterinary aid when necessary.

Stresses to the staff the importance of animal welfare, and compassionate informed handling at all times.

Orders and issues feed and supplies.

Assists in maintaining an inventory of facility supplies and equipment, and makes requisitions.

Assists in supervising the enforcement of humane laws and ordinances pertaining to animal control in accordance with local and state laws, and directs the issuance of summonses as necessary.

Make evaluation reports on the performance and conduct of the animal control personnel.

Assists in preparing work schedules and assigning personnel.

Assigns animal control officers to handle complaints regarding violation of animal control ordinances or other regulations.

Responds alone or by delegation of animal control personnel to difficult field problems or emergencies.

Meets and talks with the general public in promoting adoptions of animals, and supervises the follow-up of adoption to ensure responsible ownership. Contacts owners of dogs with identification, so that they may be reclaimed.

Shares with the manager the responsibility for managing the activities of the entire facility and aides him/her in all phases of the facility's work. In the absence of the manager, assumes all of his/her duties, responsibilities, and authority.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of the problems involved in the administration, integration, and coordination of agency activities and of management principles, practices, methods, techniques, and administrative processes.

Knowledge of the proper procedures used in capturing and caring for stray and wild animals and birds.

Knowledge of federal, state, and local laws, rules, and regulations governing the humane handling of animals.

Knowledge of the proper procedures used in handling and capturing stray and wild animals and birds.

Knowledge of the varied laws, regulations, and accepted means of humanely destroying stray animals.

Knowledge of the common communicable diseases of domesticated and wild animals and the control of these diseases.

Knowledge of the proper care and feeding of impounded animals.

Knowledge of the varied means of destroying stray and wild animals, and birds painlessly.

Knowledge of the keeping of the records.

Ability to work effectively and harmoniously with members of the governing body, other public officials and the general public.

Ability to make plans for the effective utilization of available funds, personnel, equipment, materials, and supplies.

Ability to see that proper operational procedures are followed and that desired objectives are achieved.

Ability to prepare and supervise the preparation of correspondence and budgets and to supervise their execution.

Ability to supervise administrative operations including financial and personnel records and paper work, the purchase, receipt, storing, and issuing of equipment, materials, and supplies; and the collection, analysis, and interpretation of data as to expenditures, budgets, stores, and other operational procedures.

Ability to supervise the budgeting of funds and the maintenance of records showing the expenditure of funds.

Ability to see that proper relations are established and maintained among the personnel of the agency and the general public.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to direct the establishment and maintenance of extensive records and files; and to plan, organize, and coordinate work in situations where numerous diverse demands are involved.

Ability to prepare training sessions for personnel.

Ability to maintain a compassionate attitude towards animals.

Ability to plan, organize, and direct the work of other employees, provide them with needed advice, guidance, and instructions, and evaluate their job performance.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at www.aclink.org
Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- *We are an Equal Opportunity Employer* -