

CITY OF SALINAS

ANIMAL SERVICES MANAGER

BARGAINING UNIT/CLASS CODE:

AMPS / O16

DEFINITION

Under general direction, supervises the daily operations of the Animal Shelter and assigned field/shelter personnel.

DISTINGUISHING CHARACTERISTICS

This is a single position classification, characterized by the responsibility to provide complex administrative, professional and animal shelter management services.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from an assigned Deputy Police Chief. Exercises direct supervision over Animal Services Supervisors (Field/Shelter) and indirect supervision over Field/Shelter personnel, and temporary/volunteer staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assures that the City's animal control field services, domestic animal sheltering, veterinary services and customer service programs operate in a efficient and effective manner that are consistent with the laws, policies and procedures governing animal services. Plans, organizes, assigns and evaluates work, directly and through subordinate supervisors, counsels employees, appraises performance, prepares documentation and recommends discipline or performance recognition; interviews and recommends selection of candidates for employment; provides for employee training and development; guides subordinates supervisors in a variety of supervisory and personnel actions. Works with contract veterinarians to ensure the humane care of animals. Represents the department within areas of expertise to other City departments, City Council, external public and private agencies, auditors and the public. Develops and implements shelter administrative systems, policies and procedures with management review, input and approval. Prepares, directs preparation of, and/or reviews and approves a variety of reports, correspondence, and documents. Interprets and applies policies, procedures and contracts. Oversees the preparation, maintenance and reporting of a variety of records, data, and statistics. Coordinates Shelter activities with other Police Department Divisions and City Departments as needed. Assists in the preparation and monitoring of the Shelter's budget. Supervises inventory control and record systems. Oversees the general maintenance of the shelter, grounds and equipment. Assures all animals receive the most humane treatment possible. Keeps abreast of all major animal welfare issues at the local, state and national level, and actively maintains relations with other animal welfare organizations, both public and private. Assures that euthanasia is performed in a humane manner. Assures that sound business and accepted accounting practices are used in the shelter's day to day operations. Encourages and promotes on-going media relations to promote animals for adoption and regular shelter events; responds to media inquiries regarding shelter operations, policies and procedures. Responds to and resolves difficult citizen complaints. Testifies in court when necessary. Promote and maintain safety in the workplace. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to use hand tools, write, use telephone, computer equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone and be heard and clearly understood in conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and on a two-way radio; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as required in an office setting, and occasionally as required to attend to animals, reaching in all directions and prolonged periods of time; no severe allergic reactions to animals; and physical mobility sufficient to

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stand, walk on wet and uneven surfaces; physical strength to lift up to 20 pounds, and occasionally 40 lbs ; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Working environment consists primarily of an office environment, and may include occasional contact with various types of animals and various cleaning and disinfecting chemicals. In emergency situations, may be asked to work under adverse conditions such as heat, cold, rain; work scheduled and emergency overtime, as needed; report for duty in an emergency. Physical mobility sufficient to move about the work environment and in the field. Ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Laws, rules and regulations related to animal services and animal shelter maintenance. Animal breeds, nutrition, general care and handling. Principles and methods of supervision and management, including work planning, analysis, and organization; selection and evaluation of employees, and their training and development. Principles and practices of fiscal management, budgeting and auditing. Departmental operating, policies, procedures and techniques for assisting the public. Safety principles, practices and procedures. Enforcement of infection control protocols.

Ability to:

Plan, organize, supervise, and evaluate the work of subordinate staff, directly or through subordinate supervisors. Develop, interpret and apply complex regulations, policies and contracts. Monitor and control budgets and expenditures. Establish and maintain a positive working relationship with the general public, humane groups, volunteers, contracting jurisdictions and shelter staff. Solve operational problems. Communicate clearly and concisely both orally and in writing. Make public presentations to a wide-range of large and small audiences. Prepare effective, clear and concise reports and correspondence. Work irregular hours, holidays and weekends. Promote the mission, values and standards of efficient/effective public service organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Driver's License. Obtain a Certificate of Completion of Euthanasia by Injection Study within 6 months of appointment. Obtain a Certificate of Completion of Powers of Arrest (832 P.C.) within 6 months of appointment.

Education and Experience:

A four year degree from an accredited college is required. Education in Animal Science, Agricultural Business or Business Management preferred; and two years of responsible supervisory and/or management experience in operation of an animal care facility is required.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 4-99, REV: 01-07