

## **ANIMAL SHELTER DIRECTOR/ MANAGER**

**Salary Range: 30-45**

**Reports Directly To: Mayor**

**Hours: Full-Time (40 hours per week)**

### **Definition and Distinguishing Characteristics:**

- The Shelter Director/Manager is responsible for the selection, training, supervision and deployment of staff and volunteers for duties that become necessary for the daily running of the shelter.
- The Shelter Director/Manager is responsible for meeting the goals and objectives set for the shelter by the City Council.
- The Shelter Director/Manager is responsible for responding to the public on behalf of the City regarding shelter issues/operations.
- The Shelter Director/Manager is the lead on all issues pertaining to those City ordinances which govern animals in the City limits.
- The Shelter Director/Manager is responsible for the cost effective, sanitary and humane operation of the facilities; the health and welfare of the animals at the shelter; spaying and neutering of animals before final release; and the euthanizing of animals as required.
- The Shelter Director/Manager may have a variable schedule and may work weekends as well as weekdays.
- The Shelter Director/Manager is willing to enforce animal ordinances and be certified to issue citations for animal infractions.

### **Job Duties**

#### **ANIMAL WELFARE:**

- Develops and implements policies in compliance with local and State law. Is aware of the dynamics of the changing environment in the animal control process and works to ensure that all shelter activities are reviewed and modified in an effective and efficient manner and strives to keep abreast of animal issues and new techniques, procedures and equipment in the field. Attends and successfully completes continuing education as required for the position such as shelter training, animal health, shelter operations, State of New Mexico laws and regulations and such other training as may be required by the City of Socorro.
- Oversees the day to day functions of the shelter - animals housed at the shelter are provided with appropriate food, water and veterinary care seven days a week. The Shelter Director/Manager ensures that all infection control procedures are followed. This person treats animals humanely, with love and concern both on and off the job and transmits these values to others.
- When necessary, will feed, clean/disinfect cages. Observes animals for signs of illness/stress and maintains records for this.
- Is responsible for coordination of veterinary visits either due to illness or sterilization of

adopted animals.

- Is available on an on-call basis for emergencies.
- Selects animals for euthanasia.
- Coordinates transport of animals from the shelter to rescue groups
- Performs other duties as required to ensure a positive public image and to improve the functioning of this organization to make it a premiere animal shelter facility.

#### **OFFICE AND ADOPTION:**

- Maintains records as required and reviews the work of others on a regular basis to ensure that accurate and timely information is available. Is responsible for ensuring completeness and accuracy of all paperwork at the shelter including impounds, adoptions, reclaims and the loans of live traps to Socorro residents.
- Compiles data on animals entering the shelter (i.e. where they came from, whether from dogfighting, etc.) for later use in grant writing, intake reduction and implementing programs.
- Responsible for creating, implementing and tracking shelter budget, including monies allocated to the budget through utility bills.
- Orders shelter supplies.
- Administers the financial aspects of adoption process.

#### **PERSONNEL AND PROGRAMS:**

- Maintains a high level of communication with the animal control officer, other shelter personnel and volunteers. Regularly conducts and participates in meetings with other members of staff and volunteers and shares ideas and suggestions designed to improve working conditions and the organization.
- Regularly gives staff evaluative feedback and completes a formal evaluation of staff once per year.
- Develops a volunteer and foster care program that encourages community members to work with the shelter and promote an understanding of the daily operations of the shelter and how they can help the personnel.

#### **PHYSICAL PLANT:**

- Works collaboratively with animal control officer, other shelter personnel and volunteers to achieve a clean and sanitary environment for the animals. Inspects and notifies the proper City of Socorro personnel of needed repairs to the physical plant.
- Supervises the animal control officer and shelter personnel in ensuring that equipment is in good repair and properly accounted for.

**ORDINANCE ENFORCEMENT AND CITY COLLABORATION:**

- Contacts people who may be in violation of animal ordinances and attempts to resolve all situations with minimal amount of enforcement action. Issues citations when appropriate and prosecutes violations in Municipal Court when necessary.
- Coordinates with the City of Socorro and Socorro County representatives on issues involving the animal shelter.

**Position Qualifications:**

Graduation from a standard senior high school or equivalent.

Computer literate, including, but not limited to, email, word processing, excel, database concepts and basic webpage maintenance.

Must have excellent communication skills, supervisory abilities and customer service skills. Prior experience working with the public and volunteers a plus.

Prior experience working with animals is preferred.

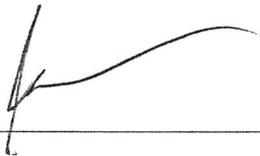
Valid New Mexico driver's license.

Successful completion of a background check.

**Working Conditions:**

Work is done in both outdoor, kennel areas and office environment. May be exposed to noise, dust, dirt and unpredictable animals. On occasion, may be required to work more than 8 hours a day and on holidays.

Date Approved: 12-15-14

Mayor: 

Attest: 