



# COUNTY of CUMBERLAND

## JOB VACANCY ANNOUNCEMENT

**POSITION  
RECLASSIFIED**

REPOSTED: MARCH 18, 2010

| <i>POSITION TITLE</i>   | <i>TYPE APPOINTMENT</i> | <i>SALARY</i>           | <i>GRADE</i> |
|---|-------------------------|-------------------------|--------------|
| <b>ANIMAL SHELTER MANAGER<br/>(PREVIOUS APPLICANTS NEED NOT RE-APPLY)</b> | <b>FULL-TIME</b>        | <b>\$38,734</b>         | <b>68</b>    |
| <i>DEPARTMENT/LOCATION</i>  | <i>POSITION NUMBER</i>  |                         |              |
| <b>ANIMAL SERVICES</b>  | <b>ANC0017</b>          | <b>OPEN RECRUITMENT</b> |              |

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from high school supplemented by college level course work or vocational training and two (2) years experience and/or training involving animal care and/or laboratory skill and demonstrated proficiency in the use of MS Office including MS Outlook, Word and Excel; or an equivalent combination of education, training and experience required to perform the essential job functions. **Strong preference will be given to NC licensed/certified Veterinary Technician with experience as Veterinary Technician, Veterinary Assistant or other related veterinary/medical experience.**

### **HOW TO APPLY:**

Applications may be picked up and turned in to County Human Resources, Cumberland County Courthouse, Room 14, PO Box 1829, Fayetteville, NC 28302-1829. Applications must be received in this office by 5:00 pm on the application closing date. Open recruitment positions may be closed at any time without notice. Resumes may be attached to applications; however, resumes **will not** be accepted in lieu of a completed application.

### **CONDITIONS OF EMPLOYMENT:**

Must have or obtain North Carolina Drivers License with an acceptable driving record. Background check with local law enforcement agencies required. Requires drug-screening test and receipt of negative results for the use of drugs specified in the county policy. Must have or obtain Euthanasia Technician certification, Must have or obtain NACA Level I certification or equivalent, Must have or obtain Tranquilizer certification, Must have or obtain appropriate training in Crematory operations.

### **GENERAL POSITION DESCRIPTION AND DUTIES:**

Under general supervision of the Animal Services Director, The position is responsible for the operation and maintenance of the County's Animal Shelter to include, but not limited to, overseeing kennel operations, animal care, health care and ensuring that established care standards are met for all animals. Employees in this classification perform administrative and supervisory work in support of the Animal Services Department. Position is responsible for answering complaints, ordering supplies, supervising staff, and maintaining shelter records. Performs related work as required. Oversee the daily operation of the County's animal care and sheltering, including animal care staff; Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities; Conducts work performance evaluations of subordinates and participates in the selection and disciplinary process; Ensure proper and humane handling of all animals through the department, at all times, with attention to their comfort, stress level, and special needs; Advises on medical problems and hazards to animals; Responsible for all kennel care issues, including training for animal care, the welfare of sheltered animals and records; Assigns and reviews work of shelter staff; provides technical support for shelter staff needing assistance; Oversee and provide principal technical support for euthanasia, assist as necessary with euthanization of sick, unwanted and stray animals; track euthanasia medications. Perform initial routine health exams of animals admitted; identifies and ensure treatment of animals requiring veterinary care. Administer and/or oversee the administration of vaccines and drugs; Oversee the coordination and scheduling of spay/neuter with participating vets; Oversee the inventory for controlled substances and audit level record keeping; Monitors and maintains county, state, federal, and Environmental Protection Agency (EPA) crematory requirements; Responsible for maintaining standards and reporting deficiencies to the Director; Responds both in person and on the phone to non-routine matters or complaints, such as issues related to vicious animals, animal bites and displeased or irate citizens; Participates in notifying the public of confirmed rabies cases; Available to assist in the event of a natural or man-made disaster affecting Cumberland County; Maintain certifications in Euthanasia and Tranquilizer operations and maintain appropriate training in Crematory operations; Responsible for euthanasia, adoption, rescue, and owner claim records; Attends Animal Services Board meetings and prepare reports as requested; Available to provide on-call after hour animal emergency services and maintain flexibility to provide appropriate services to the animals, clients and staff members; Organize and schedule adopt-a-thons; Supervise the web-based adoption program; Makes routine inspections of animals and their cages to monitor health, safety, cleanliness of cages, etc. Respond to inquiries and provide information or refers inquiries to appropriate personnel; participates in two-way radio communication with animal services officers, as necessary. Order supplies and food for animals; take bid requests; prepare work orders, paperwork etc. Operates motor vehicles. Trace I.D., tag; contact owners. Perform the duties of the Animal Shelter Attendant staff as needed. Serves as a member of the County Animal Response Team (CART). Shelter team leader during response to any and all disasters; Participates in local educational programs for the public. Performs other duties as assigned for the betterment of the organization.

### **KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Has thorough working knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Laboratory Technician/Shelter Supervisor. Has working knowledge of principles and practices of supervisory and technical work for the Animal Services Department. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

**THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**

CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – [www.co.cumberland.nc.us](http://www.co.cumberland.nc.us)

***AN EQUAL OPPORTUNITY EMPLOYER.***