

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ANIMAL CONTROL AND SHELTER MANAGER

TITLE #: 1023

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning, directing and supervising the daily operation of a municipal animal shelter. The position is also responsible for overseeing the control of animals in a municipality. The work is performed under the general supervision of the governing body and in accordance with the applicable laws and ordinances. Direct supervision is exercised over animal control and shelter staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages the daily operations of the animal shelter, oversees the welfare of the sheltered animals, including proper feeding, cleaning, grooming, exercising and medical care;

Hires, trains, supervises and evaluates animal control and shelter staff;

Evaluates staff for suitability to work in the animal shelter, including but not limited to general knowledge of the care of various animals and correct handling of the same;

Maintains a safe environment for both staff and sheltered animals;

Informs staff of all pertinent communications from the governing body which are pertinent to any and all aspects of the employee's job;

Responds to and/or directs staff to respond to complaints concerning stray animals, lost animals, animal bites, etc;

Prepares the budget and monitors the monthly expenses of the department;

Maintains an adequate inventory of supplies needed to run the shelter; orders supplies as necessary;

Checks license tags on dogs and maintains dog census;

Issues summons to violators of municipal ordinances pertaining to animal control;

Ensures that files and records are properly maintained;

Explores all methods to find appropriate forever homes for sheltered animals;

Responds to calls for injured and/or orphaned wildlife, rehabilitates animals when possible;

Responds to and removes wildlife from the interior living spaces of resident homes;

Reports any vehicle maintenance or building maintenance repair needs to the appropriate authority;

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May run a Trap-Neuter-Return program, which is responsible for the trapping, neutering and returning cats to their natural environment, when properly licensed;

May handle rattlesnakes in accordance with DEC rules when properly licensed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the applicable laws and ordinances of New York State as it pertains to animal control; Good knowledge of the methods and procedures used for the safe handling and welfare of sheltered animals; Good knowledge of the geographical area of the municipality; ability to make decisions in accordance with established policies and regulations; ability to plan, organize and supervise the work of others and to evaluate their performance; ability to directly care for animals when necessary; ability to maintain records; ability to use computer applications; ability to plan and prepare a budget; general concern for the wellbeing of animals; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Two (2) years of experience working as an Animal/Dog Control Officer; OR
- B) Three (3) years working in an animal shelter and/or responding to and capturing wildlife in compliance with NYS regulations.

Special Requirement: Must possess and maintain a valid drivers' license.

Note: When assigned to the Town of Woodbury: Must possess a NYS Nuisance Wildlife Control Operator License, a NYS Wildlife Rehabilitator License and a NYS Endangered/Threatened Species License: Scientific within one (1) year of appointment and maintain for the duration of employment.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 08/01/2017 AT