

CHEROKEE COUNTY GEORGIA POSITION DESCRIPTION

TITLE: ANIMAL SHELTER MANAGER

GENERAL DESCRIPTION

The essential function of the position within the organization is to supervise and manage the many staff operations of the County Animal Shelter. Duties include management and responsibility for all shelter staff and facilities, adoption staff scheduling of work hours, oversees and provides practical support for the day to day activities of the County Animal Shelter. This position is also responsible for shelter management in the absence of the shelter director and supervises staff as well as other area supervisors. The position reports directly to the Director of the Animal Shelter

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Manages adoption staff in day to day operations of animal care.

Addresses customer service complaints and resolves issues and/or problems with staff.

Responds to emails from citizens and monitors and answers website inquires.

Provides general monitoring and management of employee morale and issues.

Handles animals and makes determination regarding their disposition.

Assists staff with veterinary triage, first aid and health checks of animals in adoptions.

Trains new adoption employees in all aspects of their job.

Acts as a liaison between general staff and the Shelter Director.

Conducts staff and other professional meetings to exchange information; attends technical or professional seminars or conferences to improve professional skills.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

ADOPTION AND SHELTER SUPERVISOR

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; composes reports, emails and letters using proper format and grammar; speaks to coworkers, customers and people outside the organization.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving guidelines and rules with constant problem solving; multitasking abilities a must; above average attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization and affects citizens.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as medical equipment, computers, peripherals, or software programs such as word processing.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

ADOPTION AND SHELTER SUPERVISOR

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a bachelor’s degree or the equivalent of four years experience performing related work that provides the required knowledge and skills.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid State of Georgia Driver's License and satisfactory Motor Vehicle Record.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of related experience, including management and public relations experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking much of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, or medical or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, disease/pathogens, traffic, animals/wildlife and toxic or caustic chemicals.

SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception sense of smell, depth perception and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.