



## Animal Control Administrator

### Job Description

**Exempt:** No

**Safety Sensitive:** No

**Department:** Animal Control

**Reports To:**

#### **GENERAL DESCRIPTION OF POSITION**

The Animal Control Administrator is responsible for the planning, organization, and implementation of operations and programs in the Faulkner County Animal Control Department. The Administrator shall assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop a plan for obtaining a County Animal Shelter (determine size of the animal shelter, building costs, start-up equipment and operation costs).
2. Develop a budget for the building and operations of the shelter.

3. Develop a Policy for Services (no-kill facility, spay/neuter program, adoptions, animal ID/licensing, rescues).
4. Write grants to enhance the financial resources of the shelter.
5. Coordinate with Friends Advisory Board. Educate population on Voluntary Tax Participation.
6. Represent the department through public relations. Generate progress reports. Increase public awareness of the shelter's programs.
7. Develop a Spay and Neuter Program for the county.
8. Locate funding sources for the programs initiated under the Faulkner County Animal Control Ordinance 13-22.
9. Provide recommendations, advice, and guidance relevant to animal control for the Quorum Court.

Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND EXPERIENCE**

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

To be determined.

#### **SUPERVISORY RESPONSIBILITIES**

To be determined.

### **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

### **SUPERVISION RECEIVED**

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

### **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Minimal oversight. General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by organization's board of directors or business owner(s).

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

**PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

**EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**SOFTWARE SKILLS REQUIRED**

Basic: Spreadsheet, Word Processing/Typing

**ADDITIONAL SOFTWARE SKILLS**

Not indicated.

**OTHER SKILLS**

Not indicated.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to talk or hear; *frequently* required to stoop, kneel, crouch, or crawl; *occasionally* required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is *occasionally* exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

**ADDITIONAL INFORMATION**

Not indicated.

**More ADDITIONAL INFORMATION**

Not indicated.