

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Director
DEPARTMENT: Animal Management Shelter
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: January 2000
DATE REVISED: March 2008

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director for the Animal Management Shelter responsible for supervising day-to-day department operations and personnel and performing animal control procedures.

DUTIES:

Manages, directs and supervises department operations, personnel, and volunteers, including veterinary, field and enforcement operations.

Manages animal services for city/county, including promoting animal adoptions, spaying/neutering programs, handling and sheltering of animals, and decreasing euthanasia.

Establishes and maintains cooperative efforts with animal rescue and welfare groups to increase adoptions and improve animal care.

Implements Animal Management field and enforcement programs, goals, and objectives and training for Animal Management staff and volunteers.

Promotes responsible pet ownership in the community and services and public relations through Animal Management Advisory Committee.

Represents city/county at hearings and public meetings on issues and problems related to intergovernmental issues regarding animal welfare, sheltering policies and procedures for assigned functions.

Reviews and advises Animal Management Advisory Committee of City of Greenfield, Hancock County and Indiana State legislative changes affecting assigned functions. Interprets applicable state, county and city laws, regulations and procedures for assigned functions.

Coordinates and responds to complex complaints concerning service delivery, including animal impounds and policies. Mediates and handles complaints and inquiries from citizens.

Justifies and administers shelter's operating budget.

Oversees Animal Management fleet operations and maintenance.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's Degree and management experience, including experience dealing with human resource issues and resolving conflict and/or equivalent combination of education and experience.

Ability to obtain required certifications, including euthanasia certification.

Thorough knowledge of applicable state, city, and county animal control ordinances, laws and statutes, and ability to safely and humanely capture a variety of animals and ensure their proper handling and care.

Working knowledge of and ability to use office equipment, including computer and basic computer programs such as Microsoft Word, Excel, Outlook, and Internet Explorer.

Basic knowledge of department and OSHA safety policies and procedures and working knowledge of universal health precautions and City's Bloodborne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

Ability to manage, direct and supervise department operations, personnel, and volunteers, including veterinary, field and enforcement operations.

Ability to meet all departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other city departments, humane society, veterinarians, law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to serve on 24-hour call and respond swiftly and rationally to emergencies.

Ability to occasionally work extended, evening, and/or weekend hours.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to accepted department practices and procedures, and is responsible for the safe and humane capture, treatment, and care of animals. Discretion is allowed in determining the best method of safe capture to apply to varying situations. Euthanizes sick or critically injured animals.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other city departments, humane society, veterinarians, law enforcement agencies, and the public to receive animal complaints and reports of animal bites, resolve animal control problems, and to supervise department operations.

Incumbent reports directly to Animal Management Advisory Committee.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs animal control duties outside and in a standard office environment. Incumbent lifts objects weighing less than 50 pounds, bending, reaching, handling/grasping objects, and hearing sounds/communication. Physical effort may occasionally be exerted for sustained periods of time. Incumbent may be exposed to infectious organisms, animal waste, allergens, chemical material requiring OSHA Material Safety Data sheets and potentially hostile persons and/or vicious animals.

Incumbent occasionally works extended, evening, and/or weekend hours, and responds to 24-hour call emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Director for the Animal Management Shelter describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

**JOB POSTING
CITY OF GREENFIELD, INDIANA**

POSITION: Superintendent
WORK SCHEDULE: 8:00 a.m.-4:00 p.m., M-F
JOB CATEGORY: POLE

DATE WRITTEN: January 2000
DATE REVISED: March 2008

STATUS: Full-time
FLSA STATUS: Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Supervises department operations, personnel, and volunteers;
Manages animal services for city/county, including promoting animal adoptions, spaying/neutering programs, handling and sheltering of animals, and decreasing euthanasia;
Establishes and maintains cooperative efforts with animal rescue and welfare groups;
Implements programs, goals, and objectives and training for staff and volunteers;
Promotes responsible pet ownership in the community and services and public relations;
Represents city/county at hearings and public meetings on issues and problems related to intergovernmental issues regarding animal welfare, sheltering policies and procedures for assigned functions;
Reviews and advises committees of City, County, and State legislative changes affecting assigned functions. Interprets applicable state, county and city laws, regulations and procedures for assigned functions;
Responds to complaints concerning service delivery and mediates/handles complaints and inquiries;
Justifies and administers budget; and
Oversees fleet operations and maintenance.

REQUIREMENTS:

Bachelor's Degree and management experience, including experience dealing with human resource issues and resolving conflict and/or equivalent combination of education and experience;
Ability to provide public access to or maintain confidentiality of department information and records according to state requirements;
Ability to comply with all employer and department policies and work rules, including, but no limited to, attendance, safety, drug-free workplace, and personal conduct;
Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons;

Ability to effectively communicate orally and in writing with co-workers, other city departments, humane society, veterinarians, law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to work alone with minimum supervision and with others in a team environment; Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure; and

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

LICENSE/CERTIFICATION NEEDED:

Ability to obtain required certifications, including euthanasia certification; and Possession of a valid driver's license and demonstrated safe driving record.

