

DOG SHELTER MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning, directing and supervising the daily operation of the Front Street Dog Shelter. The work is performed under the general supervision of the Director of Security and in accordance with the New York State Agricultural and Markets law, local laws and ordinances, and service contracts. Direct supervision is exercised over dog shelter staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Hires, trains, supervises and evaluates all Shelter staff;
Prepares and maintains records and reports on all dogs admitted to the shelter as required by law;
Reviews and implements new or changing laws, policies and procedures directly affecting the Shelter and it's staff;
Collects and accounts for revenue generated from dog license fees, redemption fees, adoption fees, signover fees and donations;
Provides Town and County judges with information pertaining to applicable dog laws;
Upon request, assists and advises local Dog Control Officers and Clerks with various animal problems;
Prepares and submits monthly reports to the New York State Bureau of Dog Licensing and other related agencies;
Assists in the negotiations and oversees contracts between the Shelter and various municipalities;
Ensures that the certifications of the Shelter's staff are current as well as registers the appropriate staff in programs as needed;
Represents the Shelter at State and national animal organizations and/or programs;
Orders supplies as necessary for shelter operation;
Responsible for the maintenance of shelter equipment;
May perform direct care of animals including feeding, watering, and cleaning;
May assist a Veterinarian with animal vaccinations and examinations;
Perform euthanasias.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Agricultural and Markets law, local laws and ordinances as they relate to the care of dogs at the Shelter;
Good knowledge of the methods, materials and terminology used in care and feeding of dogs;
Good knowledge of the habits, characteristics and diseases of dogs;
Good knowledge of the methods used in accounting for and depositing of revenue collected;

Ability to plan, organize and supervise the work of others and to evaluate their performance;
Ability to compile and prepare activity reports required by law;
Ability to establish cooperative relationships with local officials, veterinarians and the general public;
Ability to directly care for dogs when necessary;
Dependability;
Good judgment;
General concern for the well being of animals;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor Degree in veterinary science technology or closely related field and three years of experience caring for dogs at a New York State inspected animal shelter/kennel; OR
- B) Graduation from a New York State registered or regionally accredited college or university with an Associate Degree in veterinary science technology or closely related field and five years of experience caring for dogs at a New York State inspected animal shelter/kennel; OR
- C) Graduation from high school or possession of an equivalency diploma and seven years of experience caring for dogs at a New York State inspected animal shelter/kennel; OR
- D) An equivalent combination of training and experience as limits of A), B) and C) above.

NOTE: At time of appointment incumbent must be a New York State Certified Euthanasia Technician and have completed a Dog Grooming program.

R244 1/10/12

COMPETITIVE