

Job Title: Director of Animal Protection
Reports to: Executive Director
Department: Animal Services FT,
Job Classification: Exempt January 12, 2023
Revised:



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McKamey Animal Center

JOB DESCRIPTION

The Director of Animal Protection is responsible for implementing and maintaining all McKamey Animal Center animal protection functions, ensuring compliance with all applicable municipal contracts while employing progressive community animal services approaches. Success in this position requires strong leadership and excellent organizational and interpersonal skills, relationship-building with stakeholders throughout the community, and the ability to motivate employees to perform at their highest levels while placing a high priority on public safety and well-being. Responsibilities include: training and supervision of animal protection officers and dispatchers; ensuring full compliance with all state and local laws and ordinances; ensuring customer service excellence; implementing progressive intake diversion and community policing programs; and ensuring successful case management and collaboration with local law enforcement and prosecutors. A love of animals and compassion for humans are essential!

SALARY AND SCHEDULE

- Rate: \$45,000 - \$55,000, commensurate with experience
- Classification: Exempt
- Full time position with after hours and on-call responsibilities (30-minute response time for emergencies)

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Implement current best practices regarding progressive animal protection, with an emphasis on proactive problem solving, community policing, and keeping pets with owners, and establish policies and procedures that reflect that operating philosophy.
- Ensure proper application and enforcement of all local and state laws and ordinances concerning the care, use, treatment, selling, licensing, and impounding of animals.
- Oversee all aspects of animal cruelty investigations and inspections, including applying for warrants, issuing warnings and citations, conducting crime scene and forensic investigations, and ensuring all requirements necessary for successful prosecution of offenders.
- Implement departmental policies, procedures and processes designed to ensure that applicable laws and ordinances pertaining to animal protection and licensing are properly enforced and that organizational policies and directives are honored.
- Train, mentor and supervise all animal protection officers and dispatch staff to ensure highest standards of professionalism and customer relations, including assigning and reviewing work, scheduling and approving time off, providing continuing education, evaluating performance, taking necessary disciplinary action and making hiring and termination recommendations.
- Ensure animal protection officers are functioning at highest levels of professionalism, accurately enforcing laws, ordinances and policies while adhering to community outreach goals and directives, ensuring proper evidence collection and management, communicating effectively with law enforcement and prosecutors, adhering to humane animal handling and management protocols, and maximizing safety for themselves and coworkers.
- Ensure dispatchers are functioning at highest levels of professionalism, providing timely responses to calls for service, maintaining excellent customer service, accurately assessing, prioritizing and dispatching calls for service, accurately inputting and maintaining records, and ensuring safety of officers in the field.

- Ensure proper use, storage and maintenance of equipment assigned to the Animal Services Department and Officers – i.e. vehicles, supplies, animal handling and related equipment, electronics, radio communication system, safety equipment, humane animal traps, etc.
- Identify opportunities to increase microchipping and licensing rates as means of maximizing reunifications of lost animal, including organizing microchip and licensing clinics, etc.
- Maintain necessary records and prepare routine required reports regarding animal protection activities.
- Monitoring department revenues and expenditures, and ensure sound fiscal control.
- Ensure appropriate and timely response to complaints, inquiries and requests for service.
- Review staff paperwork, data entries and activities for quality control; review, evaluate and determine appropriate course of action including possible court action on pending and completed investigations; present testimony at hearings as required.
- Humanely euthanize animals as necessary.
- Ensure proper maintenance and renewal of necessary permits and licenses for euthanasia drugs, chemical capture agents, etc.; maintain strict control of all pharmaceutical products and their use in accordance with state and federal regulations.
- Advise and support the general public regarding animal control laws and ordinances, animal shelter procedures and responsibilities of pet ownership, and identify opportunities for progressive methods of achieving compliance with animal welfare standards.
- In collaboration with shelter staff, oversee care and management of animals held for protective custody, bite quarantines, rabies testing, etc., and work closely with staff to achieve animal care and population management goals with respect to impounded animals.
- Humanely manage nuisance wildlife calls or complaints.
- Perform duties of dispatchers and animal protection officers and cover on-call shifts as needed.
- Perform other duties as assigned.

Job Qualifications and Skills

- Strong interpersonal skills, ability to relate and confer with staff and the general public and ability to successfully mentor, train and supervise staff both in the shelter and in the field.
- Ability to exercise good judgment and decision making when dealing with staff and the public.
- Proven organizational skills with outstanding attention to detail (effective record keeping ability).
- Knowledge of: law enforcement techniques, principals, & practices; local & state animal laws and procedures; animal health, care and welfare; progressive animal protection philosophies and practices.
- Strong humane animal handling skills and knowledge of animal behavior and animal medicine, and ability to recognize signs of animal neglect, abuse and cruelty.
- Ability to operate all equipment, tools, technology, vehicles and other materials relevant to job duties.
- Strong verbal and written communication skills.
- Must be at least 21 years of age (required for insurance purposes), have a valid driver's license and insurable driving record.

Education and Experience Required

- High school diploma is required, Bachelor's Degree preferred.
- 5 years of experience in animal protection, investigation, or law enforcement, or equivalent.
- 2 years of supervisory experience, or equivalent.
- Certification as euthanasia technician within 3 months of employment.

Physical Demands and Working Conditions

The conditions 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.

- Combination of office setting and outdoor field work, with associated exposure to weather conditions.
- Potential exposure to high noise levels, zoonotic diseases, and animal bites/scratches when handling animals.
- Must be able to lift over 50 pounds, up to 100 pounds with assistance.
- Potential exposure to sick, injured, and dangerous animals.
- Must be able to respond to emergency situations and calls for service at any hour.

McKamey Animal Center is an Equal Opportunity Employer. We reserve the right conduct criminal background checks and require drug testing of all employment candidates.