

WINNEBAGO COUNTY JOB DESCRIPTION

NON-BARGAINING
UNIT

STEP AND GRADE:

DATE LAST updated:
April 16, 2018

JOB TITLE: ANIMAL SERVICES ADMINISTRATOR

Job Code:

Summary of Responsibilities

This position is appointed by the Chairman of the County Board with the advice and consent of the County Board. Under the direction of the County Administrator, performs supervisory duties in enforcing County ordinances pertaining to animal control and rabies enforcement; responsible for the operations of Animal Services.

Illustrative Duties of Work

1. Oversight of the county's animal care and control program, including stray animal control and impoundment for quarantine, as required by statutes and enforcement of municipal ordinances, as agreed to by the county through intergovernmental cooperation agreements.
2. Responsible for oversight of shelter operations, consisting of humane and ethical care of shelter pets and maintenance of the sheltering facility, grounds and vehicle fleet under the oversight of the County's Purchasing Director.
3. Oversee the policies concerning the impoundment of animals, the return of animals to their owners, the adoption of animals, the humane euthanasia of animals and the disposal of their remains.
4. Development and implementation of written standards for the sanitation of the shelter and field operations.
5. Making the final euthanasia decisions for all pets in the animal shelter (unless a medical emergency).
6. Supervising the shelter veterinarian to ensure that euthanasia is performed in accordance with appropriate policies and/or training and monitoring of staff members to be certified in the procedure of euthanasia. Work with the shelter veterinarian on ordering and controlling any controlled substances used by the department and compliance with DEA regulations.
7. Ensure adequate & wholesome food, shelter and enrichment are provided in addition to careful and humane treatment for animals in the shelter.
8. Oversight of the emergency medical care for unknown stray animals in the custody of the department.
9. Maintain a liaison with state and federal departments of agriculture, local veterinarians, professional livestock and agrarian organizations and public groups in the development and administration of laws and regulations pertaining to the prevention of animal disease of public health importance in compliance with the state animal control act and city and county ordinances.
10. Consult with the County Administrator regarding personnel matters in the department and ensuring compliance with standard of conduct, code of ethics and personnel regulations.
11. Recommend changes in animal care and control policies to the County Administrator and oversight committee.

12. Develop and implement programs for the public concerning state and local ordinances and also responsible for pet ownership for the purpose of creating community support and compliance based in national best practices.
13. Responsible for the day to day administration of the department and the hiring of personnel, personnel evaluation, and discipline. Provide staff training and development.
14. Prepare and maintain annual operating budget based on total operational requirements and departmental revenue available.
15. Develop and provide ongoing community education program aimed at improved animal welfare county-wide. Develops and directs various programs aimed at improving service provided.
16. Responsible for the clerical and administrative services, consisting of maintenance of all related records, fees and public service.

This position will require the successful applicant to be able to work with County Administration to implement change within the organization to ensure financial stability, while maintaining good working relationships with not for profit partners, as well as the community.

Education

- Bachelor's Degree and/or minimum of 5 years experience in animal control and sheltering program.

Experience

- Minimum of five (5) years' experience in progressive animal control and sheltering program.
- Possess experience in leading teams through change and adhering to professional excellence.
- Requires knowledge of control of rabies.
- Requires knowledge or ability to learn about the geography of the County.
- Requires knowledge of County ordinance laws and regulations related to Animal Control Act.
- Requires knowledge of state laws related to the care and protection of animals
- Requires the ability to research and implement best practices in animal services.
- Requires knowledge of safety practices concerning the handling of animals.

Abilities

- Requires ability to establish and maintain positive working relationships with animal services stakeholders, non-profit partners and the general public.
- Requires abilities to plan and supervise the work of others based on goals and strategic initiatives as well as correct for deficiencies in service and performance.
- Must be able to communicate effectively in writing and make public presentations.

Physical Requirements

- Must be able to lift, carry, push, and/or pull up to 25 pounds.
- Must be able to sit and/or stand for extended periods of time.

Salary

Starting salary range is negotiable but in the hiring range of \$75,000 - \$95,000 depending on qualifications and experience.

Location

4517 N. Main Street
Rockford, Illinois

HOW TO APPLY

Candidates should apply online with resume, cover letter, and contact information for five professional references at once to cpaschal@wincoil.us to the attention of Carla Paschal, County Administrator, 404 Elm Street, Room #533, Rockford, Illinois 61101.

Resume review will begin immediately, interviews expected to occur beginning of May, 2018, but the position will remain open until filled.