



CHILTON COUNTY COMMISSION

500 2nd Avenue North, Clanton, AL 35045
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<https://chiltoncounty.org/>

DIRECTOR - CHILTON COUNTY ANIMAL CONTROL

Open: 10/23/2024	Closes: 11/24/2024	FLSA: Full Time/Exempt
Salary: \$55,000 annually + Benefits	Reports To: County Commission Chairman	
Hours:	Location: Chilton County Humane Society	

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

- Reports to: Chair of County Commission
- Subordinate Staff: Animal Control Technician-I; Animal Control Technician-II
- Other Internal Contacts: Sheriff's Office; Animal Control Officer; Buildings Maintenance; County Administrator; Purchasing; Road Crew
- External Contacts: General Public; Volunteer Organizations and Supporters; County Health Officer; County Rabies Officer; County Attorney; Judges; Prosecutors; Police Departments; Attorneys; Cities Located Within the County; Veterinarians; AU Vet School; Vendors; Pharmaceutical Vendors; State Licensing Boards; State Department of Animal Health; Media; Community Groups; Churches

Job Summary

Under the direction of the Chairman of the County Commission and within the guidelines established by the County Commission, this employee serves as the director of the department. The employee provides oversight, management and supervision for all department personnel and animal control operations. Responsibilities include establishing and implementing departmental goals and priorities in conjunction with the Commission, planning and implementing services, and ensuring that all services and functions fall within established laws, guidelines and mandates. Provides direct care to animals and contributes to the routine upkeep of the facility. Makes presentations and represents the department in public environments.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of non-essential functions is not optional for employees not covered under the ADA.

A. Essential Function: Management and Supervision

1. Establishes and maintains responsibility for departmental and facility operations.
2. Consults with the Commission on complex issues and direction.
3. Maintains communication with the Commission; updates the department staff on decisions, mission and priorities.
4. Develops an annual budget and submits to the County Administrator.
5. Provides information to the Commission to establish priorities for the animal control department.
6. Ensures continuing access to designated veterinarian for emergencies and absences of self (department director); notifies veterinarian of scheduled absences in advance of absence.
7. Follows county's guidelines in purchasing facility's needs.
8. Prepares and submits monthly status reports of the facility operations to the Commission.
9. Ensures appropriate department staffing and availability.

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10. Interviews applicants with Personnel Director and recommends applicant to be hired for vacancies.
11. Ensures appropriate attire of department staff.
12. Trains staff and volunteers.
13. Supervises staff and volunteers.
14. Evaluates staff on annual basis and submits reports to Personnel Director.
15. Provides correction and discipline as necessary following county policy.
16. Assigns tasks and responsibilities.
17. Considers and approves leave.
18. Approves time and schedules of employees.
19. Processes Time Sheets for Payroll purposes and submits to payroll department.
20. Ensures work is performed completely and accurately.
21. Maintains all required records on both hardcopy and computer-based as required.
22. Develops and presents reports.
23. Schedules, plans and presents programs about the department to civic, church, schools, and other groups.
24. Maintains communications and cooperative relationships with health and law enforcement officials.
25. Participates in and supports fund-raising efforts to benefit the department.

B. Essential Function: Animal Control Department Manager

1. Provides over-sight of all facility functions.
2. Consistently represents the department in positive manners to community groups and in the public.
3. Ensures the security and safety of the facility and of the animals housed in the facility.
4. Actively supervises department staff in the conduct of daily routines, care and services.
5. Addresses problems and disputes involving the public, care of animals and department staff and volunteers; reports problems to the Commission.
6. Ensures that the facility is clean, maintenance is performed, and that animals are cared for.
7. Ensures humane treatment of animals.
8. Provides for the daily care of animals.
9. Implements infection control and safety practices for the facility.
10. Ensures use of safety and protective measures for self, department staff, volunteers and visitors.

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11. Determines eligibility for adoption.
12. Establishes and maintains criteria for adoption.
13. Completes paperwork for adoption.
14. Conducts follow up on adoptions.
15. Determines animals to be euthanized.
16. Maintains inventory of supplies.
17. Orders supplies and equipment following county's purchasing policy.
18. Consults with designated veterinarians as needed.
19. Recognizes and follows up on basic health care and concerns when dealing with animals.
20. Schedules animals for surgical procedures, such as spay and neuter, with veterinarians; provides care for animals post-operatively.
21. Purchases and secures pharmaceuticals including Schedule II drugs.
22. Secures pharmaceuticals according to law.
23. Utilizes a computer to maintain records.
24. Calculates, measures and prepares medications.
25. Administers treatments and medications to animals.
26. Performs euthanasia in a humane manner and according to current law and established protocols.
27. Disposes of animal remains according to current law and established protocols.

C. Essential Function: Animal Care

1. Ensures that animals receive humane care.
2. Ensures that animals are fed, watered and bathed.
3. Ensures that animal care areas, spaces, and kennels are cleaned on a daily basis.
4. Checks each animal for health problems; ensures animals receive veterinary care as needed.
5. Administers treatments and medications including vaccinations as prescribed or directed by a veterinarian.
6. Cares for animals with special treatment needs and post-operatively following veterinary care, as prescribed or directed by a veterinarian.
7. Drives to transport animals to veterinary clinics.
8. Maintains records on hardcopy and on computer files.
9. Communicates with citizens.
10. Maintains communications with local agencies and law enforcement.
11. Works in cooperation with health and law enforcement.

D. Essential Function: Euthanasia

1. Performs all care with dignity, respect, and in accordance with humane guidelines.

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2. Identifies animals selected for euthanasia.
3. Accesses control medications and prepares.
4. Euthanizes animals according to policy and protocol.
5. Disposes of euthanized animals as established and required.
6. Enters information into log identifying euthanized animals.
7. Maintains supplies and equipment for euthanizing animals.
8. Maintains a well-organized and sanitary work environment.

E. Essential Function: Animal Abuse

1. Communicates with area law enforcement agencies.
2. Receives abused animals into the facility and provides care.
3. Receives reports from officers regarding potential abuses.
4. Maintains associated records and reports.
5. Attends court; testifies as called.
6. Follows up as required through the court determination of cases.

F. Essential Function: General Department Operations

1. Attends meetings and training sessions.
2. Drives throughout the county as required for meetings, training programs, and to make presentations.
3. Operates electronic communication equipment and two-way radios.
4. Prepares reports and statistics related to the department.
5. Makes presentations at schools and civic organizations as requested.
6. Utilizes specialized tools and equipment.
7. Uses the computer and industry materials to research current practices and techniques.
8. Enters data and information into the computer.
9. Develops, implements and maintains volunteer programs for department.
10. Maintains credentials and certifications for self, staff and facility as required to provide for fully functional services and operations.
11. Maintains all services and functions as required by law.
12. Performs other duties as required.

Knowledge, Skills and Abilities

(* May be acquired on the job)

1. *Knowledge of Chilton County policies, procedures and practices.
2. Knowledge of functions and operational practices of county animal control.
3. Knowledge of humane animal care measures.

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4. Knowledge and skills of basic animal health care and treatment.
5. Knowledge of laws associated with animal control functions and practices.
6. Writing skills to develop letters and other materials using correct English, grammar, punctuation, and spelling.
7. Math skills to budget, count money, and measure and prepare medications.
8. Reading skills to interpret laws, directions, ordinances, and codes.
9. Skills in solving problems for self and others.
10. Skills and abilities in effectively managing difficult situations and highly emotional people.
11. Skills in organizing, prioritizing and sequencing projects and tasks for self and others.
12. Ability to perform basic accounting and budgetary functions.
13. Ability to effectively supervise subordinate employees.
14. Ability to communicate effectively using written and oral methods, with officials, employees, and the general public.
15. Ability to use computers and office productivity software programs.
16. Ability to develop and maintain records and reports using the computer.
17. Ability to manage hardcopy and computer files.
18. Ability to operate office equipment to include multi-line phones, copiers, fax machines, typewriter, and others.
19. Ability to work independently.
20. Ability to manage time effectively and handle multiple projects.
21. Ability to use specialized equipment and tools.
22. Ability to drive.
23. Ability to lift moderately heavy animals and items, no heavier than 30 pounds.

Minimum Qualifications

1. High school diploma or GED is required; college-level courses in business or an associate degree from an accredited college are preferred.
2. Reached a minimum of 21 years of age.
3. Certification as a veterinary technician is preferred.
4. Minimum of five years of experience working for a veterinarian is required.
5. Two-to-three years of experience as an animal control coordinator or supervisor is required.
6. Certification as a euthanasia technician is required; current certification is preferred; certification within 18 months of employment is required.

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7. Eligible to attain and maintain a DEA license; attainment within 18 months of employment is required.
8. Clear background check and a safe driving record are required.
9. Current and valid Alabama driver's license.
10. Able to be on call 24/7.
11. Able to travel over-night to attend meetings and training programs.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.