

**CLASS TITLE:     Director, Dog Control**

**DEFINITION:**

Under managerial direction, plans, directs, and coordinates the overall operation and the personnel of the Dog Control department.

**EXAMPLES OF WORK: (Examples are illustrative only)**

- Manages and supervises the operation and maintenance of the County's Dog Control Program; directs the apprehension, impounding, and disposing of stray or vicious dogs; supervises subordinates engaged in the feeding, care, and disposal of dogs; directs the maintenance and cleaning of the facility, vehicles, and equipment; responsible for fee collections; supervises record maintenance and prepares required reports.
- Arranges for or provides training to employees in dog control procedures.
- Assigns, schedules and evaluates the work of subordinate shelter personnel.
- Makes routine inspections to review work in progress by subordinates.
- Oversees the investigations of dog complaints, including the reporting, preparation of charging documents, prosecution, and trial preparation in conjunction with the Sheriff's Office.
- Ensures that the shelter's dog population is housed in a humane and sanitary manner.
- Ensures that the shelter structure and equipment are properly used and maintained.
- Oversees the shelter's adoption program.
- Supervises the selection of and euthanasia of dogs that must be humanely destroyed.
- Directs the quarantine of dogs that have bitten humans and are impounded at the shelter.
- Ensures that drugs and FDA controlled substances are properly used and that inventory control is maintained.
- Performs budget administration; assists with development of the operating budget; approves expenditures; recommends capital expenditures; projects overtime requirements.
- Oversees and responds to questions, concerns, or complaints from dog owners, officers, the public, or organizations; handles difficult situations arising from the enforcement of Dog Control Ordinances and laws.
- Researches and enforces state and County laws and ordinances; writes citations; advises citizens of dog control laws and ordinances; consults with State's Attorney and County Attorney on difficult cases; ensures proper documentation of pertinent information.
- Interprets legal statutes, codes, and ordinances; creates or modifies ordinances related to dog control.
- Adheres to the Somerset County Employees Handbook of Governing Rules and Regulations.
- Performs other duties as required by management.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have supervisory/management background with good communication skills and work with public relations.
- Extensive knowledge of the principles and practices of managing dog facilities.
- Ability to plan, organize, coordinate and direct work of subordinates.
- Ability to develop and maintain effective working relationships with subordinates, co-workers, County officials, public and private sector organizations, community groups and the public.
- Ability to provide effective leadership.
- Ability to read and interpret documents such as federal and state regulations, operating and maintenance instructions, and procedure manuals.
- Ability to write reports and correspondence.
- Ability to speak effectively before groups of employees and/or the general public.
- Ability to receive and carry out directions and policies.
- Work an on-call schedule including some night and weekend hours.
- Must have computer skills and knowledge of office programs.

**PHYSICAL DEMANDS:** An employee to successfully perform the primary functions of this job must meet the physical demands described here. While performing the duties of this job, the employee is frequently required to bend, stoop, crawl, walk, run and lift. The employee is occasionally required to use hands to handle or feel; and reach with hands and arms. The employee must be able to handle live and deceased dogs, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision and color vision.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places and occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to loud.

**MINIMUM EXPERIENCE, TRAINING AND EDUCATION:**

- Graduation from an accredited four-year college or university with major course work in Business or Public Administration, Animal or Behavioral sciences, or a related field.
- Four to six years in supervising a Dog Control Program, law enforcement, or related work.
- May substitute additional work experience for education.

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**REQUIRED LICENSES AND CERTIFICATES:**

- Class C Drivers License or equivalent

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Law Enforcement experience.

**ADOPTED: 12/06/2007**

**GRADE: 11**