



**COLLIER COUNTY**  
 Department of Human Resources  
 Resources Department, 3303 East Tamiami Trail Naples, FL 34112  
<http://agency.governmentjobs.com/collier/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Shelter Operations Manager**

**Division:** Public Services Department    **Department:** Domestic Animal Services  
**Exam No:** 02658    *An Equal Opportunity Employer*    **Job No:** 02658

**SALARY**

\$29.57 - \$44.36 Hourly    \$2,365.96 - \$3,548.92 Biweekly    \$61,515.00 - \$92,272.00 Annually

**LOCATION:** Domestic Animal Services, Davis Blvd, Naples

**THE POSITION**

**OPENING DATE:** 05/15/15

**CLOSING DATE:** 05/21/15

The purpose of this classification is to oversee, plan, direct, and supervise work functions associated with day-to-day operations of assigned sections of the County's Domestic Animal Services (DAS) Department. Supervises staff and oversees shelter operations at DAS locations. Manages the human and financial resources of the assigned section in order to meet prescribed goals and objectives.

**ESSENTIAL FUNCTIONS**

Manages the shelter operations and customer service sections of the Domestic Animal Services Department, to include all animal care and disposition, facility maintenance, customer service, and accounts receivable functions. Supervises, directs, trains, mentors and evaluates assigned staff; addresses employee concerns and problems; directs work, assigns tasks, counsels, disciplines, and completes performance appraisals. Recruits and selects staff. Conducts interviews and makes hiring recommendations. Monitors workflow; develops and implements policies and procedures; reviews and evaluates work products, methods and procedures.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Public Administration, biology, zoology or related fields; three (3) to five (5) years of experience performing and managing public service operations and employees including three (3) years of management or supervisory experience in a professional animal shelter; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Florida Driver License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Must obtain and maintain state certifications in Euthanasia Injection and operation of crematory equipment and successfully complete training in Animal Control and Cruelty Investigations. Fingerprinting required.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://agency.governmentjobs.com/collier/default.cfm> OR  
 Human Resources Department, 3303 East Tamiami Trail  
 Naples, FL 34112

EXAM #02658  
 SHELTER OPERATIONS MANAGER  
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**Shelter Operations Manager Supplemental Questionnaire**

- \* 1. Are you a current employee of Collier County BCC? (Please note: Employees of the Sheriff's Office, Clerk of Courts, Collier Schools, Tax Collector, Supervisor of Elections, Property Appraisers and Health Department are not considered employees of the BCC.)  
☐ Yes  
☐ No
- \* 2. Do you possess a Bachelor's degree in Business Administration, Public Administration, biology, zoology or related field?  
☐ Yes  
☐ No
- \* 3. Do you have a minimum of three (3) to five (5) years of management or supervisory experience in a professional animal shelter?  
☐ Yes  
☐ No
- 4. If you answered yes to the previous question, please summarize your experience.

\* 5. Do you have experience in Animal Cruelty Investigations?

☐ Yes

☐ No

\* 6. Are you willing to obtain and maintain state certification in Euthanasia Injection?

☐ Yes

☐ No

\* 7. Do you possess a valid Driver's license?

☐ Yes

☐ No

\* Required Question