



**NASSAU COUNTY**  
HUMAN RESOURCES DEPARTMENT  
96135 Nassau Place, Suite 5  
Yulee, Florida 32097

## MEMORANDUM

**To:** Department Heads  
**From:** Ashley Metz *am/bs*  
**Date:** December 20, 2017  
**Re:** Animal Control Manager

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**Classification:** Animal Control Manager

**Department:** Animal Care & Control

**Pay Grade:** 106

**Salary Range:** \$19.6755 - \$24.5721

**Apply At:** Applications will be accepted until filled. Application and job description can be obtained from the Human Resources Department located at 96135 Nassau Place, Suite 5, Yulee, Florida 32097, Telephone (904) 530-6075 or Fax (904) 321-5797, or at [www.nassaucountyfl.com](http://www.nassaucountyfl.com). Drug Free Workplace. This position is eligible for Veterans' Preference in accordance with applicable laws.

## **Nassau County** *Job Description*

**POSITION:**           **Animal Care and Control Manager**  
**DEPARTMENT:**   **Animal Care and Control**  
**REPORTS:**           **Animal Care and Control Director**  
**FLSA STATUS:**   **Non-Exempt**  
**PAY GRADE:**       **106**

### **GENERAL DESCRIPTION**

Manages/supervises shelter staff and the operation of the shelter ensuring compliance with federal, state and local regulations; oversees animal custodial and remedial care, admissions, adoptions and euthanasia; ensures the safety, sanitation and upkeep of the facility; provides staff training, prepares operational reports and educates the public about responsible pet ownership and animal regulations and laws. Position may require shift rotations, weekends, holidays and nights.

### **ESSENTIAL FUNCTIONS**

- Supervises daily activities of Animal Control Officers, Shelter Attendants and office staff.
- Plans, assigns and supervises the work of subordinate Officers, Shelter Attendants and office staff; recommends hiring, promotions, transfers, discipline and/or dismissal of subordinates/staff as necessary.
- Receives and investigates a variety of Animal Control related complaints to include the more sensitive, involved and difficult issues and violations.
- Reviews the work of subordinates/staff for completeness and accuracy; completes employee evaluations and makes recommendations as appropriate; offers training, advice and assistance as needed.
- Manages youth work programs and the animal fostering program.
- Provides follow-up and keeps accurate records to ensure resolution of all cases.
- Prepares and submits for approval of the Animal Care and Control Director, departmental policies and procedures.
- Oversees the overall security and maintenance of Animal Care and Control facilities including clean, sanitary and humane conditions for all animals housed within the shelter/center and for presentation to the public.
- Assists in educating the public on regulations, rules, ordinances and laws that pertain to animal ownership.
- Responsible for coordinating off-site adoption events including preparation of the animals and logistics.
- Develops strategies to increase awareness of events and the number of adoptions.
- Manages the shelter's social media accounts. Ensures timely responses to posts from residents.
- Oversees financial responsibilities to include maintenance of the budget, daily purchasing and the reconciliation and depositing of revenues, etc.
- Testifies in legal proceedings as required.
- Prepares case files and reports for presentation.

## Animal Care and Control Manager

- Performs a variety of administrative work as required, which include but is not limited to preparing reports and correspondence, entering computer data, attending meetings, answering the telephone, etc.
- Prepares, processes and submits various documents, including daily inspection logs, vehicle mileage logs, flow charts, diagrams, violation notices, maintenance reports, memos, correspondence etc.
- Responds to disasters and emergencies as directed by the Animal Care and Control Director and/or Emergency Management.
- Responds to emails from the adoption support system.
- Assists in maintaining the Constant Contact System.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, County Attorney, County Commissioners, subordinates, co-workers, County personnel, complainants, various community/civic organizations, various Government agencies, including Callahan, Hilliard and Fernandina Beach, vendors and the general public.
- Assists in the annual budget.
- Ensures timely maintenance of vehicles.
- Performs Euthanasia of animals
- May set humane live traps, ensnaring and handling of stray and/or dangerous animals.
- May clean and maintain kennels.
- May feed and care for sheltered animals, including confined animals.
- May at times perform the duties of Animal Control Officer, Shelter Attendant or office staff.
- Operates a vehicle and a variety of equipment which include a computer, fax machine, copier, calculator, telephone, two-way radio, camera, etc.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.
- Performs related duties as required.

*(These essential functions are not a complete statement of all duties required of the job. Employees will be required to perform such other related job duties as may be assigned or required.)*

### **MINIMUM EDUCATION AND EXPERIENCE:**

Requires a high school diploma or GED equivalent supplemented by five (5) to seven (7) years experience in animal shelters, animal control, code compliance or law enforcement, one (1) year of which was in a supervisory capacity or any equivalent combination of training, education or work experience which demonstrates the ability to perform the duties of the position. Must obtain Florida Animal Control Certification, Euthanasia Certification and disaster animal response course, as approved by the Director within one (1) year. Must possess a valid Class E Drivers License.

### **SPECIAL REQUIREMENTS:**

- Employee must reside in Nassau County or move to Nassau County within one hundred twenty (120) days of employment.

## Animal Care and Control Manager

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the methods, policies and procedures of the Department and County as they pertain to the performance duties of the Animal Care and Control Manager.
- Knowledge for the direct care of animals in the shelter which include but are not limited to shelter medicine, animal feedings and vaccination schedules.
- Knowledge of the functions and interrelationships of the County and other Governmental agencies.
- Knowledge in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of codes and regulations related to Animal Control enforcement.
- Ability to offer training and assistance to co-workers and employees of other departments as required.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Knowledge of modern office practices and technology.
- Skilled in the use of computers for word processing and records management.
- Ability to perform required mathematical calculations.
- Ability to read and interpret materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Ability to maintain effective relationships with co-workers and personnel in other departments, professionals and members of the public through contact and cooperation.
- Ability to react calmly and quickly in emergency situations.

### **ESSENTIAL PHYSICAL SKILLS:**

- Stooping
- Kneeling
- Bending
- Crouching
- Reaching
- Standing
- Walking
- Sitting
- Lifting and carrying up to 40 lbs (occasionally heavier weight up to 80 lbs).
- Pushing and pulling
- Climbing on ladders, on steps, or on the ground
- Strength sufficient to assist in handling animals.

*(Reasonable accommodations will be made for otherwise qualified individuals with a disability)*

### **WORK ENVIRONMENT:**

- Works inside and outside in shelter environment and offsite.
- Knowledge of the occupational hazards and safety precautions of the industry.

Animal Care and Control Manager

- Ability to work effectively despite exposure to weather conditions of heat and cold, wetness, humidity, machinery hazards electrical currents, smoke/dust, odors, dirt/pollen, dangerous animals, traffic hazards, and noise extremes.

**I have read and understand this job description, possess the minimum qualifications and am capable and willing of performing all essential functions.**

**By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the County.**

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**Signature**

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**Date**

May 2009

Revised:

February 2011

January 2016

November 2016 – Non-Exempt

January 2017