



General Summary:

The Animal Control Director reporting to the County Controller/ Administrator or his/her designee has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall manage a group of employees engaged in the enforcement of State and County laws, be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

Essential Functions:

1. Formulates and implements the strategic goals and objectives of the organization. Provides leadership toward the achievement of the organization's philosophy, mission, annual goals, objectives and growth.
2. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment and facilities used in the Animal Control Program.
3. Working through a lead person or subordinate supervisors, manages a group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws, kennel staff, clerical staff, and dispatch operations.
4. Performs personnel management functions, directly and through mid-level managers and supervisors. Examples include interviewing, selecting and training staff. Evaluates and reviews work assignment and staff performance. Addresses employee relation issues including promotions and terminations. Works with multiple union groups and assist in negotiating contracts and requested.
5. Prepares budget request and administers the budget for the County Animal Control Program. Monitors expenditures through out the fiscal year.
6. Acts as the primary spokesperson for the County Animal Control program; provides oversight and direction for all communications representing the organization; maximizes public relations opportunities to enhance the image of Fannin County Animal Control in the community; represents Fannin County Animal Control before agencies and the public on delineating these positions affecting public policy, and assures the organization's mission programs and services are consistently presented with a strong positive message.
7. Monitors animal welfare issues and ensures compliance with all applicable law and regulations; State and Federal law; networks with other local animal shelters, animal welfare and rescue groups establishing coalitions; and leads the development of community educational program promoting animal welfare.

8. Cultivate and maintains donors and prospective donors; works to develop, implement, and oversee fundraising projects including, but not limited to special events, grant-writing, funding request, and direct solicitations.
9. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
10. Enforces the County's Animal Control ordinance as adopted by the Fannin County Board of Commissioners.
11. Ability to establish working relationships with Board members, City and County officials, managers, staff volunteers and vendors.

Other Functions:

- Performs other duties assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

Employment Qualifications:

A minimum of ***one*** of the following combinations is required:

1. A bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration of related field

Or

2. 2 years of experience in Animal Welfare and/or Animal Control including 1 year in a supervisory or management capacity.

Other Requirements: Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and (Georgia Controlled Drug License). Must pass a background and security check. Must possess flexibility for night meetings.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description.)

Physical Requirements:

- Responsible for pushing, pulling and lifting weights up to 100lbs, occasionally.
- Work requires frequent periods of standing for 30-minute intervals though out the day and frequent periods of time sitting, bending, and squatting.
- Walks on different types of terrains indoors and outdoors.
- May capture and restrain animals to assist the officer, kennel person and general public.

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.

Working Conditions:

- Works in office conditions and the animal shelter.
- Regular exposure to odors of animals.
- Exposure to noise of the impounded animals.
- Exposure to disease communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.
- Exposure to parasites (fleas, ticks, mites)

Fannin County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.