

**COUNTY OF SOLANO**  
**ANIMAL CARE MANAGER**

**DEFINITION**

Plans, organizes, coordinates and supervises the shelter and animal control activities in accordance with codes, laws and regulations, and with the primary objective of the humane care, treatment and control of animals; supervises the operations' employees; manages animal licensing, rabies control and impoundment of strays; serves as a member of the department's senior management team.

**CLASS CHARACTERISTICS**

This single position classification is characterized by the responsibility to manage the Animal Care Division. Incumbents have responsibility for enforcement of codes and regulations related to the control, protection and care of domestic and wild animals; operation of the Animal Shelter in a manner that maximizes the quality of animal life and care; establishment of effective community relationships to improve customer service and animal care; and achievement of the overall goal of a maximizing the number of live releases possible.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Director and Director of General Services.

Exercises supervision over animal care staff, volunteers, and inmate workers.

**EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Directs a staff engaged in controlling the County's animal population through licensing, spay/neuter programs, stray animal capture and transport, pet adoption programs, training programs, public awareness programs, medical care, owner/pet reunification, identification systems, feral animal programs and rabies control.

Assures compliance with standards and policies and enforcement of laws and regulations regarding humane animal treatment, animal abuse, stray animal retention and animal sterilization.

Manages the operation of the Animal Care shelter in a safe, sanitary and humane manner, and using modern shelter operating techniques.

Investigates charges of animal abuse; reviews citations and, using the advice of counsel, determines whether violators should be prosecuted; gathers evidence; prepares appropriate court documents and reports; and testifies in court.

Prepares the Animal Control budget; justifies budget recommendations; monitors performance against budget to ensure budget and program objectives are met; evaluates fiscal data and initiates corrective action as necessary; develops, implements and monitors fiscal and administrative procedures.

Keeps abreast of changes in the laws and regulations regarding animals, animal control, animal disease control and animal care; works toward an objective that implements modern animal care methods and procedures.

Assesses staff performance; participates in the selection of staff; provides for and insures adequate and appropriate staff training.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of animal control, animal shelter and animal placement.

Methods tools and equipment used in animal control and care.

State and local codes and ordinances pertaining to animal control and care.

Principles of budget development, administration and fee development.

Managing and developing programs and procedures for animal services;

#### **Skills to:**

Handle, medicate and euthanize animals in a humane manner.

Protect oneself and others from vicious animals by the proper use of tools and equipment.

Operates a personal computer, general office equipment

Use animal restraint and veterinary tools, equipment, and supplies, cleaning tools and equipment, and two-way radios.

#### **Ability to:**

Create innovative new programs for customer services, animal adoption and animal care.

Use entrepreneurial approaches for funding new programs and improving the quality of animal care.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; work with civic groups and volunteers.

Obtain voluntary compliance with laws and regulations.

Form effective community relationships; develop additional revenue sources.

Work harmoniously with Board-appointed commissions.

Implement administrative principles and methods, including goal setting.

Program development and implementation, and effective employee supervision and team building.

### **Experience and Education/Training**

#### **Experience:**

Three (3) years of supervisory responsibility in an animal care/control agency, Humane Society, or any other agency involving the care and handling of domestic animals such as dogs and cats.

#### **Education/Training:**

A Bachelor's Degree from an accredited college or university is required, preferably in business or public administration, economics, accounting, biological sciences, or animal sciences.

### **SUPPLEMENTAL INFORMATION**

Independent travel may be required.

### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a Class C California driver's license may be required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and

materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

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Director of Human Resources

**Established Date:** July 2001

**Revised Date:** February 2003

**BOS Date:** June 30, 2003