

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Animal Shelter Assistant Director
Department: Animal Services
Revised : December 2022

Class : Administrative Support
FLSA: Non-Exempt

This job description supersedes any prior description for the Animal Shelter Assistant Director classification.

GENERAL DESCRIPTION

Responsible administrative work including supervisory responsibility over the Animal Shelter staff. Supervision is provided to a number of subordinates and supervision is received from the department director, who reviews work through periodic consultations.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises Animal Shelter staff including office assistants and animal shelter attendants; oversees the scheduling of office staff, cleaning staff, shelter attendants, and volunteers; interviews, hires, and trains new staff on office protocol and procedures; assists Veterinarian with training the staff on cleaning protocols; conducts staff meetings; completes performance appraisals of staff; documents and issues disciplinary actions

Assists the public with inquires, adoptions, and redemptions; acts as a resource for information regarding Animal Services and promotes the mission of the Animal Shelter in a positive manner.

Assists the Animal Enforcement Manager with the inmate work program.

Assists the Director in preparing the yearly budget and monitors expenditures; enters budget data into financial software; reviews invoices and P-Card purchases and enters into Munis software; creates purchase orders.

Maintains up-to-date records of all monies received and disbursed from the Shelter; prepares daily deposits of monies received.

Enters payroll into system for all staff in the Animal Services Department.

Assists the public and vendors with voucher reimbursements; tracks all vouchers returned for payment.

Oversees staff with the approval and tracking of Shelter Rescue Programs.

Updates Shelter social media pages.

Assists in vaccination and treatment of animals when needed.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of office practices and procedures.

Considerable knowledge of Animal Services management practices and supervisory techniques.

Ability to interpret and apply applicable program content and make necessary decisions.

Ability to plan, organize, and direct the work of staff supervised.

Ability to train and effectively supervise a group of subordinate employees.

Ability to maintain work standards and to evaluate employee performance.

Ability to exercise judgment and discretion in analyzing and resolving employee problems.

Ability to utilize various computer software applications including Microsoft Word, Excel, and PowerPoint with proficiency.

Ability to read, interpret, and explain rules, regulations, and procedures and to deal tactfully, courteously, and firmly with the public.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with elected officials, staff, volunteers and the general public.

Ability to prepare routine reports and maintain related records.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Secretarial Science, Business Administration, Animal Shelter Management, or related area and two years of related experience; or graduation from high school and four years of related experience; or equivalent combination of training and experience. Supervisory experience preferred.

**This job description does not create an employment contract,
implied or otherwise.**