

**DIRECTOR, ANIMAL CARE AND CONTROL**

**NATURE OF WORK**

This is administrative/management work directing the County's Animal Care and Control Division.

An employee in a position allocated to this class has the responsibility for the effective enforcement of animal control laws and the development and management of a County wide Animal Care and Control program. Work involves supervising all animal regulation operational activities and considerable interaction with national, State and local organizations regarding animal law enforcement and animal control programs. Work is reviewed through conferences, reports and observations of program effectiveness.

**EXAMPLES OF WORK**

Plans, develops and coordinates Animal Care and Control program activities.

Oversees and participates in the development of new capital improvement proposals.

Oversees the development of all Animal Care and Control programs.

Represents the Division through speaking engagements with various community interest organizations.

Reports to the State legislature regarding proposed and needed legislation.

Communicates with the public regarding complaints and law offender problems relating to animals.

Manages investigations relating to possible offenders of State and County animal laws.

Initiates correspondence with various agencies, organizations and individuals.

Maintains continuing supervision over all animal regulation operational activities.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of State and County animal control laws and ordinances.

Thorough knowledge of the remedial care of animals.

Thorough knowledge of management practices and administrative processes.

Considerable knowledge of basic budgetary principles and procedures.

Ability to analyze and resolve administrative and managerial problems.

Ability to plan, organize and coordinate the work of others.

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DIRECTOR, ANIMAL CARE AND CONTROL - CONT'D

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university, and four (4) years of experience working with animal issues with administrative/managerial experience; or any equivalent combination of related training and experience.

Rev. 12/2005