



Job Description
Town of Westerly

Job Title:	Director of the Animal Shelter								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position is responsible for directing and managing the day-to-day operations of the municipal animal shelter.

Essential Functions:

1. Directs, manages, leads, coordinates, trains and mentors departmental staff.
2. Ensures compliance with and educates on all applicable federal, state and Town laws, ordinances and regulations.
3. Prepares annual budget the animal shelter and oversees the facility.
4. Evaluates animals and makes determination to place or euthanize.
5. Conducts humane education seminars/talks with the public about pet responsibility.
6. Ensures compliance with and reports all animal activity within the shelter to various regulatory authorities.
7. Collects and analyzes data on metrics within the department.
8. Submits all time cards and invoices related to payment for staff and veterinarian.
9. Recruits and coordinates the efforts of a dedicated volunteer force and implements a formal training program to improve operational continuity.
10. Coordinates the veterinarian clinic by coordinating the veterinarian's schedule and appropriate care of animals.
11. Orders supplies for the department and surgical suite such as vaccines, surgical supplies and oxygen.
12. Coordinates visits for program clinical hours and other external partners to tour and educate individuals about the animal shelter and veterinarian clinic.
13. Coordinates transfers of animals to and from the animal shelter by partnering with external agency partners.
14. Promotes and helps to place hard-to-place animals in the RI network.
15. Write and apply for various grants for the animal shelter

Other Functions:

1. Attends conferences, seminars, committee meetings as required.

2. Update various databases.
3. Process impounds and adoptions.
4. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in public or business administration, communications, marketing, or related field.

Experience:

Five years of experience working extensively with animals which must include the caring for and feeding of animals, with at least three years in a management or supervisory role. Experience must include working with undesirable animals or diseased animals and making decisions on whether to place or euthanize.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures of animal caretaking.
- Working knowledge of various computer based systems.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manage various computer applications including Excel and Word
- Multi-task with a strong emphasis on researching, pursuing and administering grants.

Licenses & Certifications:

Professional certification and/or credentialing by the Society of Animal Welfare Administrators or the Humane Society Academy is highly desirable, and is required within the first year of employment.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check including a credit check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand			x	
Walk		x		
Sit		X		
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk or hear				x
Taste or smell			x	
Driving (including valid driver's license)		x		

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds					x
Up to 25 pounds					x
Up to 50 pounds				x	
Up to 100 pounds			x		
More than 100 pounds			x		
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts			x		
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions				x	
Exposure to blood or other body fluids					x
Exposure to hazardous chemicals			x		
Vibration		x			
<i>Special Vision Requirements</i>					
	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.