

**INGHAM COUNTY
JOB DESCRIPTION**

ANIMAL CONTROL DIRECTOR

General Summary

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

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Working through a lead person or subordinate supervisors, manages:
 - a. A group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws.
 - b. A group of employees engaged in the maintenance and disposition of animals in County Animal Control facilities as well as the maintenance of such facilities.
 - c. A clerical staff which acts in the capacity of Deputy Treasurer when issuing dog licenses.
 - d. The dispatch operation located at the Animal Control Shelter.
2. Performs the normal, managerial personnel management tasks such as:
 - a. Recruiting and selecting new employees.
 - b. Training subordinate personnel.
 - c. Evaluation of employees' performance.
 - d. Recommends setting and adjusting rates of pay.
 - e. Disciplining employees.
 - f. Handling complaints and grievances.
 - g. Work with the County Treasurer in the issuance of dog licenses.
3. Prepares budget request and administers the budget for the County Animal Control Program. Orders supplies and equipment as authorized.
4. 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.

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5. Acts as the primary spokesperson for the County Animal Control Program; answering questions and complaints from citizens, citizen groups, and various legally constituted bodies.
6. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
7. Interacts with other public and private organizations requiring a great deal of public relations' skills.
8. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
9. Perform related duties as required.

Other Functions

10. None listed.

Employment Qualifications

Education: Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration, or related area.

Experience: Four years of work related experience and administration of an organization of comparable complexity.

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 Michigan Controlled drug licenses. 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. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

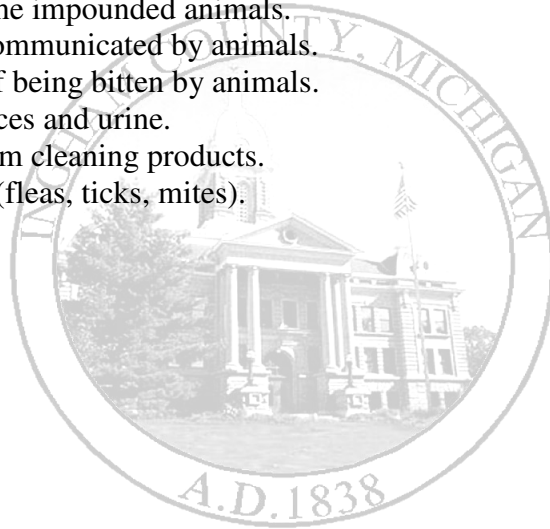
Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

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With or without accommodations, this employee will be responsible for pushing, pulling, and lifting weights up to 100 lbs., in regular daily activities. Work requires frequent periods of standing for 30 minute intervals throughout the day and frequent extended periods of time sitting, bending and squatting. Occasional use of a ladder is necessary. Walks on various types of terrain indoors and outdoors, as a regular function of the job for scene investigations and regular animal control functions in assisting other personnel. Operates data entry, computer or other official equipment requiring manual dexterity. May capture and restrain animals to assist the officers, kennel persons and the general public.

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).



May, 2004