

CASS COUNTY JOB DESCRIPTION

ANIMAL CONTROL DIRECTOR

Supervised By: Sheriff
Supervises: All Animal Control employees

Position Summary:

Under the supervision of the Sheriff, performs a variety of complex supervisory, professional, administrative and technical functions in planning and developing a county-wide program of animal control. Supervises and administers all aspects of the enforcement and shelter divisions of the Cass County Animal Control Department, including the disposal of stray animals, investigating complaints concerning animals, maintaining records and file reports on animal control activities and performing related work.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Organizes, supervises and participates in a program to patrol the County and to apprehend lost or unlicensed dogs and other animals.
2. Manages and supervises assigned operations to achieve goals with available resources, plans and organizes workload and staff assignments, trains, motivates and evaluates assigned staff and reviews progress and directs changes as needed.
3. Responds to citizen complaints regarding dogs or other animals and attempts to secure the cooperation of animal owners in obeying rules and regulations.
4. Investigates charges and complaints of attacks and damages by animals and the mistreatment of animals. Drafts civil complaints against animal owners for violation of County ordinances and State law. Warrant service.
5. Works with the Sheriff's Office and other officials, as required, to ensure enforcement of laws and ordinances relating to animals. Reviews current ordinance language and recommends changes for better enforcement practices when needed.
6. Investigates dog bite complaints, captures and impounds animals pursuant to quarantine orders and arranges for lab tests of animals when appropriate.

7. Assists in developing, and manages the annual operating budget.
8. Maintains records and prepares reports pertaining to animal control activities.
9. Oversees the activity of uploading shelter animal pictures to the Animal Control website.
10. Organizes rabies clinics and spay/neuter clinics with veterinarians in Cass County.
11. Operates an animal shelter, overseeing checking animals in, cleaning the shelter and the disposal of unclaimed animals with humane procedures.
12. Issues warnings and tickets and seeks warrants against violators of laws and ordinances relating to animal control treatment.
13. Develops County-wide mailer information on caring for dogs and other animals.
14. Sells dog licenses as an agent of the County Treasurer and supervises the collection of dog license fees and the issuance of licenses.
15. Oversees and/or performs minor maintenance activities on vehicles and shelter.
16. Serves as a member of various committees, as assigned.
17. Does presentations regarding Animal Control practices and procedures to schools and a variety of boards and organizations.
18. Represents the County at various conferences and meetings.
19. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Must submit to a drug test with negative results and sign a release of information form for criminal and background check as a precondition for employment.
- Associate degree in law enforcement, or a related field.
- Preferred five years experience in an animal shelter, including progressively greater supervisory experience.
- Michigan Vehicle Operator's License
- Michigan certification as an Animal Control Officer.

- Knowledge and ability to care and handle friendly or aggressive dogs and other animals.
- Ability to use a variety of animal control equipment, including ketch poles, live animal traps and other equipment as necessary.
- Knowledge of basic bookkeeping practices and principals and developing and implementing budgets.
- Knowledge of Michigan criminal and civil court system and animal control ordinances as they relate to Cass County.
- Working knowledge of computers and modern office practices and procedures.
- Ability to maintain accurate and organized records.
- Knowledge of creating and maintaining Internet websites.
- Ability to compile and analyze data and reports.
- Ability to communicate effectively, verbally and in writing, and have the ability to pay attention to detail.
- Demonstrated ability to deal effectively with the public, maintain professional integrity and respect for colleagues and co-workers.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to use basic office equipment and learn specialized computer programs.
- Ability to use photographic, audio and video equipment.
- Ability to use basic hand tools to perform minor maintenance to the animal shelter and animal control vehicles.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is required to sit, stand, walk, run and move freely at any time. The employee must frequently lift and/or move objects of heavy weight and restrain and/or control aggressive animals. The noise level in the work environment may be quiet to extremely loud.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____