

DOG SHELTER MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning, directing and supervising the daily operation of the Front Street Dog Shelter. The work is performed under the general supervision of the Director of Security and in accordance with the New York State Agricultural and Markets law, local laws and ordinances, and service contracts. Direct supervision is exercised over dog shelter staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Hires, trains, supervises and evaluates all Shelter staff;
Prepares and maintains records and reports on all dogs admitted to the shelter as required by law;
Reviews and implements new or changing laws, policies and procedures directly affecting the Shelter and it's staff;
Collects and accounts for revenue generated from dog license fees, redemption fees, adoption fees, signover fees and donations;
Provides Town and County judges with information pertaining to applicable dog laws;
Upon request, assists and advises local Dog Control Officers and Clerks with various animal problems;
Prepares and submits monthly reports to the New York State Bureau of Dog Licensing and other related agencies;
Ensures that the certifications of the Shelter's staff are current as well as registers the appropriate staff in programs as needed;
Represents the Shelter at State and national animal organizations and/or programs;
Orders supplies as necessary for shelter operation;
Responsible for the maintenance of shelter equipment;
May perform direct care of animals including feeding, watering, and cleaning;
May assist a Veterinarian with animal vaccinations and examinations, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Agricultural and Markets law, local laws and ordinances as they relate to the care of dogs at the Shelter;
Good knowledge of the methods, materials and terminology used in care and feeding of dogs;
Good knowledge of the habits, characteristics and diseases of dogs;
Good knowledge of the methods used in accounting for and depositing of revenue collected;
Ability to plan, organize and supervise the work of others and to evaluate their performance;
Ability to compile and prepare activity reports required by law;

Ability to establish cooperative relationships with local officials, veterinarians and the general public;
Ability to directly care for dogs when necessary;
Dependability;
Good judgment;
General concern for the well being of animals;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree and one year of experience caring for dogs at a New York State inspected animal shelter/kennel; OR
- B) Possession of an Associate's Degree and three years of experience caring for dogs at a New York State inspected animal shelter/kennel; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of experience caring for dogs at a New York State inspected animal shelter/kennel; OR
- D) An equivalent combination of training and experience as limits of A), B) and C) above.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.