

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION
PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH
JOB RECRUITMENT AND PLACEMENT

JOB TITLE	SALARY	ISSUE
<p>ANIMAL SERVICES FACILITIES MANAGE WEBER COUNTY ANIMAL SERVICES - FULL TIME WITH BENEFITS</p> <p><u>JOB SUMMARY</u> Directs, manages, and coordinates the programs and activities of the animal services facility; coordinates assigned activities within other County departments, division and outside agencies; and to provide responsible and complex administrative support as may be necessary.</p> <p><u>MAJOR DUTIES</u> (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Assumes management responsibility for all services and activities of the Animal Services Facility including retrieval and care of lost or stray animals, promotion of animal welfare and control, animal euthanasia, investigation of cruelty-to-animals complaints, and issuance of citations, summons and warrants regarding animals. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs including administration, field services, volunteer services, and shelter operations; recommends and administers policies and procedures. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels. Plans, directs, coordinates and reviews the work plan for the Animal Services Facility; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems. Selects, trains, motivates and evaluates Animal Services personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Establishes schedules and methods for effective operations; plans routine patrols to search for stray animals. Participates in the development and administration of the Animal Services Division annual budget to include staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments. Coordinates fund raising activities for the shelter, solicits donations and community support of shelter services. Serves as liaison for the Animal Services Facility with other County departments, divisions and outside agencies, negotiates and resolves sensitive and controversial issues. Responds to and resolves difficult and sensitive citizen inquiries and complaints. Receives lost and found animal reports; assists visitors in locating missing pets. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of animal care and control; maintains Controlled Substance License and knowledge of new drugs or medications. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to Animal Service programs, policies and procedures as appropriate. Provides animal care and shelter services; administers first aid and vaccination shots as needed; orders necessary controlled substances and medications. Impounds, quarantines, and euthanize animals as appropriate, determines whether injured animals should be treated or euthanize; contacts a veterinarian to treat injured animals a appropriated. Administers animal euthanasia, as required. Investigates reports or complaints of dogs, cats or other animals creating nuisances and takes appropriate action; investigates reports of animal abuse. Enforces County animal control laws; explains ordinances relating to keeping and caring for animals to the public; issues citations for violations of the animal control ordinances. Coordinate assigned cases with the County Attorney; write requests for search warrants and summons; appears in court on applicable cases. May be required to respond to standby calls. Performs related duties and responsibilities as required.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's Degree with related course work AND One year of related experience</p>	<p>\$46,000 TO \$57,000/HR/DOQ</p>	<p>10-07-2016</p>

Knowledge of operational characteristics, services and activities of an animal services facility; knowledge of principles and practices of program development and administration; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; animal medication dosages and lethal injection procedures knowledge of the methods of handling and transporting large and small animals; knowledge of safety precautions in capturing, housing, and euthanasia techniques and procedures for animals; working knowledge of County ordinances regarding animals; knowledge of effective communication including dealing with the public in a tactful but firm manner; knowledge of techniques of marketing and fund raising; knowledge of various animal interest and support groups; knowledge of pertinent federal, state and local laws, codes and regulations. Skill in public relations and sound decision making in stressful situations. Ability to manage, direct and coordinate the work of lower level staff including selection, supervision, training and evaluation; Ability to oversee and direct the operations, services and activities of this facility; to capture, house, and dispose of stray and dangerous animals without endangering the public; ability to perform routine clerical duties necessary to complete reports and issue dog licenses; ability to communicate effectively both verbally and in writing; ability to establish good working relations with employees, the public, and other agencies.

SPECIAL QUALIFICATIONS Must possess a valid Utah Driver's license and have a good driving record. Must be able to pass an extensive background investigation. Must attend euthanasia training, as required by law.

TOOLS AND EQUIPMENT USED Motor vehicle, animal capture equipment, radio, office equipment including computer and computer software, telephone and 10-key.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

POSITION CLOSING DATE: OCTOBER 21, 2016

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING
REQUIRED**