

## **ANIMAL SHELTER OPERATIONS MANAGER**

Code No. 4-09-120  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This senior-level administrative position, working under the direction of a police department, is responsible for overseeing and managing a town's animal shelter operations and animal control unit. Responsibilities include facility management, animal health and welfare, public safety, promoting programs and services, and budgeting. The employee represents the town in interagency relations. The employee reports to, and works under the direct supervision of, the Deputy Chief of Police or other higher-level staff member. Direct supervision is exercised over Animal Control Officers, Dog Control Officers, and other lower-level professional, technical, and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Directs, coordinates, and oversees animal shelter operations and field services, including routine and medical care for animals, maintenance and cleaning of the facility, animal adoption, and department activities;

Supports the development and implementation of volunteer, foster, responsible pet ownership and dog bite prevention programs;

Manages employees including interviewing and hiring, training, assigning and evaluating work, performance evaluations, and discipline;

Develops, implements, and evaluates operational and facility policies and procedures, strategic plans, long-range goals, and short-term objectives;

Ensures compliance with all State and Federal regulations regarding controlled substances as facility agent pursuant to New York State Department of Health Rules and Regulations;

Confirms compliance with all local and State legislative initiatives involving animal care and control;

Oversees investigations and manages complaints regarding services;

Negotiates and maintains all professional service agreements;

Manages and monitors the operating budget and maintains budgetary controls, maintenance of records, accounts, inventories, and purchases;

Prepares and manages grant awards, project requirements, special events, and ensures maintenance of facilities;

Supervises staff.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of State and Federal animal control rules and regulations; thorough knowledge of animal health and medical treatment, containment, and care; thorough knowledge of interviewing and hiring practices; thorough knowledge of maintaining records, accounts, inventories, and purchases; thorough knowledge of operating budgets; ability to develop, implement, and evaluate policies, procedures, plans, goals, and objectives; ability to confirm compliance with all local and State legislative initiatives involving animal care and control; ability to direct, coordinate, and supervise employees; ability to develop and implement programs; ability to train employees; ability to prepare and manage grant awards, project requirements, and special events; ability to maintain facilities; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Doctorate degree in Animal Health Sciences, Veterinary Medicine, Wildlife Biology, Business Administration, Public Administration or closely related field, plus one (1) year paid full-time or its part-time equivalent experience in animal health and welfare or animal control, of which must have been in a supervisory capacity; OR,
- (B) Graduation with a Master's degree in one of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Graduation with a Bachelor's degree in one of the fields mentioned in (A) above, plus five (5) years paid full-time or its part-time equivalent experience defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (D) Graduation with an Associate's degree in one of the fields mentioned in (A) above, plus seven (7) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (E) Nine (9) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

**NOTE:** Your degree must have been awarded by a college or university accredited 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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** May 1, 2025