



[\(https://calaverasgov.us/\)](https://calaverasgov.us/)

Human Resources

Employment

Employee Resources

Forms & Docs

[\(http://humanresources.calaverasgov.us/\)](http://humanresources.calaverasgov.us/)

<http://humanresources.calaverasgov.us/Forms-Docs>

Job Listing View

Job Descriptions

Volunteer

<http://humanresources.calaverasgov.us/Job-Descriptions><http://humanresources.calaverasgov.us/Volunteer>

ANIMAL SERVICES MANAGER
 (https://calaverasgov.us/)



Short Profile

Animal Services Manager needed to manage the maintenance and operation of the County's Animal Services Department. Apply now position is open until filled.

Human Resources **Employment** **Employee Resources**

(http://humanresources.calaverasgov.us/)

Job Descriptions

Volunteer

(http://humanresources.calaverasgov.us/Job-Descriptions)(http://humanresources.calaverasgov.us/Volunteer)

Job Number: 1139

Job Category: Animal Services

Forms & Docs Full-Time

Department: Animal Svc.
 (http://humanresources.calaverasgov.us/Forms-Docs)

Published: 03/13/2018

Share:

FINAL FILING DATE

Apply Now! Position is open until filled.

First screening of applications will take place on Tuesday, March 27th. To be considered in this screening please apply by 5:00 p.m. on Monday, March 26th

COMPENSATION-BENEFITS-STATUS

SALARY: \$71,156.80 - \$86,486.40 annually

RANGE: 419

UNIT: Unrepresented Mid-Management

FLSA: Non-Exempt

To view our excellent benefits please click [HERE](http://humanresources.calaverasgov.us/Employee-Resources/Employee-Benefits) (http://humanresources.calaverasgov.us/Employee-Resources/Employee-Benefits)

County of Calaveras is an Equal Opportunity Employer.

POSITION SUMMARY

Under the general direction of the Environmental Management Agency Administrator, to manage the maintenance and operation of the County's Animal Services Division, including routine and emergency field patrol services, shelter operations, medical, healthcare, euthanasia services, volunteer services, administrative and support services, and to ensure that established basic care standards are met for all animals.

DISTINGUISHING CHARACTERISTICS:

Animal Control Manager is a single-position, mid-management classification in the Animal Services Division with overall responsibility for the County's animal control services. This position is responsible for accomplishing and furthering department and County goals and objectives within general policy guidelines.

EXAMPLE OF DUTIES

- Plans, organizes and supervises overall management and administrative control of County animal control functions.
- Develops and implements division policies and procedures.
- Interprets and ensures division compliance with all County policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.
- Assists in preparing and administering the department's annual budget; monitors expenditures; ensures the maintenance of accurate and complete financial records.
- Selects, supervises, motivates, counsels and evaluates the performance of assigned staff. Provides for appropriate staff training and certification requirements, and implements disciplinary action as appropriate.
- Develops and enforces the County's animal control ordinance.
- Responds to citizen, veterinary, Sheriff or Health Department inquiries and complaints; conducts field investigations as required.
- Prepares criminal complaints for ordinance violations; prepares cases for prosecution and testifies in court as necessary.
- Oversees animal shelter operations, including the receiving of incoming animals and release of animals to owners or adoptive owners in accordance with established County and state regulations.
- Observes, examines and treats animals for illnesses or injuries, or recommends veterinary care as appropriate.
- Evaluates and recommends animals for adoption; administers vaccinations.
- Evaluates animals for euthanasia; administers euthanasia as necessary.
- Administers the County's rabies control and quarantine program.
- Conducts studies on animal control activities and related functions; develops and reviews reports of findings, alternatives and recommendations.
- Monitors developments in animal control legislation, trends and technologies; evaluates their impact on County operations, and recommends and implements policy and procedural improvements.
- Prepares a variety of periodic and special reports regarding departmental activities.
- Procures and maintains an adequate inventory of supplies, tools and equipment; maintains inventory records; maintains security of controlled substances used in animal care.
- Coordinates department activities and services with other divisions, departments, agencies and organizations as appropriate.
- Makes presentations to the Board of Supervisors and various agencies and groups as required; represents the County in civic /community meetings as directed.
- Completes special projects as assigned by the Director.
- Assists subordinate staff with duties as necessary.

- Attends training meetings, workshops, etc., as required to enhance job knowledge and skills.
- Operates a variety of animal care and control equipment and tools, including a tranquilizer gun, capture and restraining devices, medical instruments.
- Performs general administrative duties as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, and answering the telephone.

[Human Resources](#)

[Employment](#)

[Employee Resources](#)

[Forms & Docs](#)

MINIMUM QUALIFICATIONS

(<http://humanresources.calaverasgov.us/>)

(<http://humanresources.calaverasgov.us/Forms-Docs>)

Knowledge of:

All federal, state and local laws, codes, rules, regulations and standards; all applicable division programs and projects; administrative principles and methods, including goal setting, planning, program and budget development and implementation; principles of supervision, training and performance evaluation; principles and specifics of anatomy, physiology and diseases of domestic and exotic animals; principles and practices of animal husbandry and disposition; safe work practices; modern office practices and technology, including the use of computers for word processing and records management; English usage, spelling, grammar and punctuation; records maintenance and report writing techniques; basic mathematics.

Ability to:

Interpret, analyze and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to division administration and operations; develop, implement and interpret goals, objectives, policies and procedures, and work standards; analyze complex problems, evaluate alternatives and make sound recommendations in support of goals; determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits; preparation and administration of a budget; select, train, supervise and evaluate the performance of assigned staff; exercise sound independent judgment within general policy guidelines; plan, organize and manage animal control activities; assess animal health, and recommend and carry out courses of treatment; establish and maintain effective working relationships with those contacted in the course of the work; represent the County effectively in meetings with others and make presentations to various groups; maintain accurate records and prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; perform required mathematical computations with accuracy; effectively use computers for word processing and records management; perform work safely following all rules and regulations.

Education, Training and Experience:

A Bachelor's degree from an accredited college or university with major coursework in animal husbandry, zoology or related field and three years of experience in animal services or as a veterinary assistant, which included at least one year at a supervisory level ; OR any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS

- Must possess or be able to obtain upon date of employment certification by a licensed veterinarian so as to be able to administer euthanasia by injection.
- Must be able to obtain certification in handgun use per State of California penal code 832 within six months of employment.
- Must possess a California driver's license and have a satisfactory driving record.

APPLICATION AND SELECTION PROCESS

Interested individuals must submit the following:

- Calaveras County application
- Cover letter
- Resume
- Supplemental Questions

Application materials will be reviewed to evaluate the specific qualifications of each applicant and determine which applicants will continue in the screening process. Incomplete application information will result in the candidate being screened out of the process. Those candidates identified as having qualifications best suited for the position will be invited to participate in the interview process.

SUPPLEMENTAL QUESTION(S)

Each candidate, in addition to providing a County application, resume and cover letter, must complete the supplemental questions as part of the application process. Application packets submitted without the supplemental questions will not receive further consideration. The initial evaluation of your qualifications for this position will be determined by your response to these questions and the information you provide in your application packet. The supplemental questions are a combination of multiple choice and written answers. If you need more space for the written answers please use a separate piece of paper and include with your application packet.

[Click here for SUPPLEMENTAL QUESTIONS \(/Portals/HumanResources/Documents/JobFlyers/ACM%20Sup%20Qs.pdf\)](/Portals/HumanResources/Documents/JobFlyers/ACM%20Sup%20Qs.pdf)

NOTES



Human Resources Division
 Mountain Ranch Road
 (https://calaverasgov.us/)
 Geary, CA 95249

Human Resources

Employment

Employee Resources

Forms & Docs

Phone (209) 754-6303

Fax (209) 754-6333 (<http://humanresources.calaverasgov.us/>)

24 Hour job line (209) 754-6332

hr@co.calaveras.ca.us

(<http://humanresources.calaverasgov.us/Forms-Docs>)

Job Descriptions

Volunteer

COUNTY APPLICATION (http://humanresources.co.calaveras.ca.us/Portals/0/HumanResources/Docs%20Web/job_application.pdf)

[Back](#)

Select Language ▼



(<https://get.adobe.com/reader/>)

Get Adobe Reader (<https://get.adobe.com/reader/>)