

# THE OHIO COUNTY COMMISSION

## JOB POSTING / CAREER OPPORTUNITY

<b>POSITION TITLE:</b>	Manager – Ohio County Animal Shelter
<b>REPORTS TO:</b>	County Administrator
<b>SUPERVISES:</b>	Animal Shelter Staff
<b>FLSA EXEMPTION STATUS:</b>	Full-time, salaried, exempt
<b>RATE OF PAY:</b>	Commensurate with experience
<b>BENEFITS:</b>	Health, life, dental and vision insurance, pension
<b>START DATE:</b>	Within two weeks of offer

### SUMMARY AND PURPOSE:

The Manager of the Ohio County Animal Shelter is responsible for the operation of the animal shelter, supporting its mission of eliminating the suffering of homeless animals by providing humane care for pets in transition, facilitating adoption to good homes, supporting pet overpopulation education, and supporting sterilization of companion animals.

### ESSENTIAL FUNCTIONS:

1. Ensures that the animal shelter is maintained in a sanitary and safe fashion to protect the health and safety of the animals in its care, as well as staff and visitors.
2. Hires, trains, supervises, evaluates, reprimands, and terminates shelter staff.
3. Directs the daily operations of the shelter; oversees animal care, on-site animal receiving and adoptions, fostering and volunteer programs.
4. Ensures that records for sheltered animals and adoptions are accurate and complete .
5. Ensures that safety policies and facility maintenance are in place and adhered to.
6. Ensures that all animal care and facility policies, procedures, and programs are regularly reviewed and modified in an efficient manner. Stays abreast of current animal welfare issues as well as the changing needs of the community. Attends relevant workshops and seminars and maintains professional relationships in the field.
7. Regularly compiles and presents reports to the County Administrator, reports issues, and makes recommendations for operational improvements.
8. Handles all types of domesticated and wild animals. Possesses the ability to handle aggressive animals during high stress situations, and to predict their behavior based on the current actions.
9. Possesses the ability to communicate effectively with people, particularly under high stress situations when dealing with those suspected of acting cruelly towards a pet or domesticated or wild animal.
10. Develops and participates in fundraising campaigns in support of the animal shelter.
11. Manages a spay and neuter program and organizes rabies vaccination clinics.
12. Schedules both paid and non-paid staff and ensures the shelter is adequately staffed at all times.
13. Effects rabies control through quarantine procedures. Assists the Wheeling-Ohio County Health Department on bite and rabies investigation.
14. Performs euthanasia when necessary.
15. Capable of performing the duties of Dog Warden / Humane Officer.
16. Participates in the care and feeding of animals in, and cleaning of, the Ohio County Animal Shelter.
17. Will be responsible for reconciling the receipt of all funds at the Ohio County Animal Shelter.
18. Responsible for the supervising the maintenance and operation of all Animal Shelter facilities and equipment.

19. Performs any and all duties as assigned by the County Administrator.

**POSITION REQUIREMENTS**

1. High school diploma, GED or equivalent and at least 18 years of age. Higher level degree in business management is a plus.
2. Drivers license with excellent driving record.
3. Ability to operate pick-up trucks and vans.
4. Ability to carry a firearm and meet West Virginia state minimum firearms qualifications twice each year.
5. Possess a cellular telephone with active service.
6. Ability to communicate clearly and effectively both verbally and in writing.
7. Become a Certified as a West Virginia Animal Euthanasia Technician within six months of hire.
8. Ability to work shifts, evenings, weekends and holidays.

**PHYSICAL / MENTAL REQUIREMENTS:**

1. Ability to lift a minimum of 100 pounds.
2. Ability to run short distances in pursuit of animals.
3. Ability to navigate rough or uneven terrain.
4. Ability to perform efficiently in high stress situations.

**OTHER:**

1. Consent to a pre-employment Criminal Background Check which shows no felony or domestic violence convictions nor moral turpitude.
2. Consent to a pre-employment Consumer Credit Report that shows financial stability and integrity.
3. Consent to a pre-employment drug screening showing no illegal drugs or legal drugs for which the candidate does not possess a prescription from candidate's health care provider.

An Equal Opportunity Employer

Interested candidates should submit letter of introduction and resume to [HR@ohiocountywv.gov](mailto:HR@ohiocountywv.gov)