**CLASS CONCEPT:** Supervisory level in the animal care and control occupation under the direction of the Animal Resource Center Director requiring considerable knowledge of animal care requirements and animal shelter operations in order to supervise the daily operation of the Animal Resource Center building & grounds and directs the office and all animal care functions on all shifts at the Montgomery County Animal Resource Center and also to provide assistance to the community in resolving animal care problems and supervise assigned staff. Normal size staff (15-17). Performs the material and substantial duties of the classification more than 50% of the time.

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<th>RANK</th>
<th>JOB DUTIES</th>
<th>MAJOR WORKER CHARACTERISTICS</th>
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<tbody>
<tr>
<td>1</td>
<td>Supervises and trains animal care providers, office clerical personnel and the veterinary technician, oversees the processing of all incoming animals coordinating with field operations and the department veterinarian, ensures the health and care of all animals at the shelter and determines the ultimate disposition of all animals at the shelter, coordinates with veterinary staff to establish and maintain healthful operations, supervises animal adoption, euthanasia, behavioral assessment and rescue operations, maintains adequate kennel supplies, ensures proper care of animals during holding periods, responsible for the maintenance and cleanliness of the Animal Resource Center including kennel areas and grounds, responsible for building security systems, develops procedures and methods to be used in maintaining kennel areas and various other areas of the facility, trains and assists animal care staff with assigned duties, budgets and orders all cleaning and related supplies, supervises the care and feeding of the animals and monitors the well being of all animals in cooperation with veterinary staff, supervises the breed rescue and transfer/transport program, supervises the animal adoption programs and compiles Animal</td>
<td>Knowledge of 3 (inventory control), 5 (management), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices (e.g. safe animal handling, chemical and drug hazards, OSHA regulations)), 11a (public relations), 11b (human relations), 12 (office management), 13 (office practices and procedures), 14 (government structure and process), 15 (counseling), 16 (interviewing), 23 (law--Chapter 955 of the Ohio Revised Code, local ordinances covering animal licensing and control); *Skill in 29 (equipment operation-- motor vehicle, PC); Ability to 30l (define problems, collect data, establish facts &amp; draw valid conclusions), 31d (calculate fractions, decimals &amp; percentages), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32n (understand manuals &amp; verbal instructions, technical in nature), 32o (prepare meaningful, concise &amp; accurate reports), 32r (prepare &amp; deliver speeches before specialized audiences &amp; general public), 33e (gather, collect &amp; classify information about data, people or things), 34c (cooperate with co-workers on group projects), 34e (establish friendly atmosphere as supervisor of work unit), 34f (handle sensitive inquiries from &amp; contacts</td>
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(Performs Related Duties As Required)  

**UNUSUAL WORKING CONDITIONS:** Works in a kennel environment; exposed to aggressive animals & infectious bites; may work irregular hours, responsible for multiple shifts.  

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any)  
Must have current valid Ohio driver’s license with acceptable driving record.  
Associate Degree in law enforcement, business, animal husbandry, veterinary medicine or a related area and 2 yrs. related experience that demonstrates a working knowledge of animal care practices including breed and disease recognition and 1 year experience as team leader (A four year degree may be substituted for one year of experience);  
- OR Completion of core coursework towards an Associates Degree in law enforcement,  
- OR Certification as a Certified Euthanasia Technician (CET) and ASP certifications within 6 months of hire date. Must maintain certification and licensure.  

**TRAINING & DEVELOPMENT:** Must obtain Certified Euthanasia Technician (CET) and ASP certifications within 6 months of hire date. Must maintain certification and licensure.
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<td>2</td>
<td>Recommends changes to policies and procedures used by the functional area(s) supervised in the operation of the shelter, responds to the local news media as assigned, provides assistance in handling telephone inquiries and complaints, participates in and recommends Animal Resource Center policies, serves as primary contact between the Animal Resource Center and citizen rescue groups, provides data for records systems and operating reports, attends training programs on legal aspects of animal control as assigned. <em>(Performs Related Duties As Required)</em></td>
<td>with officials &amp; general public), 34i (resolve complaints from angry citizens &amp; government officials, 35c (must be able to lift up to 50lbs. and demonstrate full range of motion for bending, stooping and lifting).</td>
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**UNUSUAL WORKING CONDITIONS:**

- Knowledge of: 3, 10, 11a, 13*, 14*, 23*; Skill in 29; Ability to: 30g, 30l, 31d, 32i, 32n, 32r, 33e, 34c, 34f, 34i, 35c.  
  (*Developed After Employment*)

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any)

- business, animal husbandry, veterinary medicine or a related area and 3 yrs. experience that demonstrates a working knowledge of animal care and control practices including breed and disease recognition and at least 1 year as a team leader;  
- OR high school diploma or equivalent and six (6) years full time experience in animal care and control that demonstrates a working knowledge of animal care practices including breed and disease recognition, including public contact and at least 2 years as a team leader.  
- OR alternative, equivalent evidence of the Minimum Class Requirements.