

**Boyle County
Position Classification**

Class Title

Animal Shelter Director

Characteristics of the Class

Under general direction of the County Judge/Executive, performs supervisory and administrative tasks necessary for the proper operation of the Danville-Boyle County Animal Shelter. Performs manual activities related to animal control as necessary. Performs related work as required.

Examples of Duties or Responsibilities of the Classification

(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality)

Under general direction of the County Judge/Executive, oversees operations of animal shelter. Supervises animal control officers in the performance of job responsibilities, ensuring training is provided as necessary and available. Ensures operation of animal shelter, including necessary euthanasia, is performed in compliance with Shelter Policies and Procedures Manual. Enforces local ordinances impacting animal control. Responds to requests from local police agencies and citizens concerning stray and/or vicious animals, animal cruelty, and abandonment of animals, taking action as appropriate. Assists citizens in the adoption of animals available through the animal shelter. Serves as agency representative with the Danville-Boyle County Humane Society. Supervises inmate Class D laborers in performing related work as required.

Typical Working Conditions and Unique Physical Requirements

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position)

Majority of work is performed indoors at the shelter office, or in the kennels. When assisting animal control officers in field operations work is likely to be performed outdoors. Nature of work requires degree of strength to lift animals into containment vehicle.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from an accredited high school or equivalency (GED), supplemented by at least two (2) years experience working with animals. Experience as veterinary technician required.

Special Licensing Requirements

Valid Kentucky Driver's License

Kentucky State Certified in the field of Euthanasia

Special Knowledge, Skills and Abilities

Ability to understand and follow oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the general public. Supervisory ability. If not already, able to become state certified in the field of euthanasia. Knowledge of applicable statutes, ordinances, and regulations involved in agency operations. Ability to complete necessary reports and time sheets accurately.

Overtime Status

Non-exempt