

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Director
DEPARTMENT: Animal Control
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: March 2006
DATE REVISED: June 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director for the LaPorte County Animal Control Department, responsible for planning, organizing, and administering all operations and personnel of the department.

DUTIES:

Plans, directs, administers, and supervises activities of department. Prioritizes and delegates work assignments, establishes specific work goals, administers department policies, evaluates work performance, ensures proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted.

Establishes and implements effective policy and operational procedures for handling, treatment, and care of all animals admitted to the shelter.

Implement annual fundraising plan to address the immediate and long-term fundraising of the shelter, including grant planning and application process.

Prepares and submits departmental budget requests and administers budget upon approval, including authorization of payroll and purchases, and submittal of all required financial reports and documents.

Ensures all monies and fees received are accounted for in accordance to state and County laws and accepted bookkeeping principles.

Promotes animal shelter activities by appearing on radio and cable television programs, incorporating all media and social media sources for promotion and conducting tours and making presentations to schools and civic and community organizations.

Responds to citizen complaints regarding stray animals. Dispatches Animal Control Officers and/or captures animals as necessary.

Responsible for development, program leadership and training initiatives for staff to ensure compliance with state and federal regulations.

Investigates all reports of cruelty or inhumane treatment of animals, impounds animals, and/or initiates legal action.

Oversees and directs animal adoption, including determining which animals are appropriate for adoption, assisting individuals in completion of required documentation, and collection of fees.

Supervises and coordinates the administering of euthanasia, maintains euthanasia log and drugs, and ensures proper disposal of remains.

Ensures proper mechanical operation and fluid levels of department vehicle and schedules necessary maintenance and repairs as necessary.

Maintains inventory of supplies and equipment and submits requisitions as needed.

Attends monthly Advisory Board meetings, presenting report of shelter activities and financial status.

Periodically issues citations for violations of animal control ordinances, state laws, and regulations regarding animal care and control.

Periodically analyzes department workload, interviews candidates for job openings, makes hiring decisions, and provides orientation for new employees. Reviews salaries of assigned staff and recommends changes when warranted. Recommends personnel actions, such as promotions, transfers, or demotions.

Testifies in legal proceedings/court as required.

Oversee medical clinic, manage and staff veterinarian clinic by screening animals upon entrance.

Responds to animal related emergencies on a 24-hour basis and from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor degree preferred or minimum of two (2) years of college coursework in Business Administration or Animal Husbandry, Veterinarian Tech, or related education with three (3) years of animal handling experience preferred.

Ability to meet all hiring requirements, including possession of and ability to maintain possession of a Drug Enforcement Administration (DEA) license.

Specific knowledge of and ability to interpret local and state animal control laws and ordinances, and ability to capture and properly handle a variety of animals of different temperaments and in various conditions of health.

Familiarity with the principles, purposes, and objectives of a progressive animal control program, such as spay/neuter and adoption policies.

Working knowledge of the principles involved in developing budgetary requests, and ability to administer department budget.

Ability to plan, direct, administer, and supervise activities of department. Ability to prioritize and delegate work assignments, establish specific work goals, administer department policies, provide training, evaluate work performance, ensure proper completion of tasks and conformance with policy, maintain discipline, and recommend corrective action as warranted.

Ability to interview, make hiring decisions, and recommend personnel actions, such as promotion, transfers, or demotions.

Ability to maintain accurate records and prepare factual reports, such as financial statements.

Ability to plan and present public speaking presentations, fundraisers, and special events.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed maps.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, hack saw, bolt cutter, pressure washer, foam gun, mop, broom, and animal control equipment.

Ability to properly operate office equipment, including computer, calculator, copy machine, fax machine, telephone, digital camera, Police radio, and 2-way radio.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, Sheriff's Department, 911 Center, local animal control agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, occasionally overnight.

Ability to respond to animal related emergencies on a 24-hour basis and from off-duty status.

animal/director

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to administrative discretion and/or in conjunction with department policies and guidelines. Incumbent is responsible for the safe and humane capture, treatment, and care of small, large, and domestic animals. Independent judgment is exercised in determining budgetary needs and in supervising personnel and operations. Work is occasionally reviewed for overall soundness of practices and conformance with general goals and policy.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Sheriff's Department, 911 Center, local animal control agencies, and members of the general public for a variety of purposes, including directing department operations, promoting animal control, and interpreting and explaining state and local laws and ordinances.

Incumbent reports directly to the County Commissioners.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in various work environments, including in a standard office, in a vehicle, in the kennel, and in the field. Duties involve sitting/walking at will, standing/walking for long periods, lifting/carrying animals weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, handling/grasping/fingering objects, working in extreme temperatures, working with animal control chemicals and cleaning supplies, exposure to animal waste, noise from barking dogs, and working in high places to rescue animals. Incumbent is required to wear boots, gloves, a hazardous materials suit, and a mask while working with chemicals. Incumbent may be exposed to irate/hostile individuals and animals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, occasionally overnight. Incumbent responds to animal related emergencies on a 24-hour basis and from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Director for LaPorte County Animal Control describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name