

## **ASSISTANT DOG SHELTER MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting the Dog Shelter Manager in planning, directing and supervising the daily operation of the Front Street Dog Shelter. The work is performed under the general supervision of the Dog Shelter Manager with leeway allowed for the exercise of independent judgement. Supervision is exercised over subordinate staff in the department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Manager with the daily operation of the Shelter;  
Participates in the recruitment, selection, training and evaluation of Shelter staff;  
Oversees and is responsible for carrying out and ensuring compliance with laws, policies, rules and regulations concerning Shelter operations;  
Prepares and maintains records and reports on all dogs admitted to the Shelter as required by Law;  
Reviews and monitors all shelter records such as dogs admitted, redeemed, adopted, euthanized, licensed and revenues;  
Assists with compiling and submitting monthly reports to the New York State Bureau of Dog Licensing;  
Assists the public in redeeming and adopting dogs as well as with all related procedures and inquiries;  
Prepares long range planning regarding the Shelter's service, policies, procedures and makes recommendations;  
Represents the Shelter at area organizational meetings;  
Prepares, coordinates and supervises education programs with schools, visiting programs with senior citizen facilities and on-site group tours;  
Maintains the Shelter's supply inventory recognizing needs and implementing purchases;  
Maintains liaison with Dog Control Officers, Clerks, law enforcement, judges and government officials;  
Confers with and assists veterinarians with animal vaccinations and examinations;  
Performs and/or assists in the euthanasia of dogs;  
Acts in absence of the Manager.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the New York State Agricultural and Markets law, local laws and ordinances as they are related to the care of dogs at the Shelter;  
Good knowledge of the methods, materials and terminology used in care and feeding of dogs;  
Good knowledge of the habits, characteristics and diseases of dogs;  
Working knowledge of the methods used in accounting for and

Ability to plan, organize and supervise the work of others and to evaluate their performance;  
Ability to present ideas clearly and effectively;  
Ability to communicate effectively, both orally and in writing;  
Ability to compile and prepare activity reports required by law;  
Ability to establish cooperative relationships with local officials, veterinarians and the general public;  
Ability to directly care for dogs when necessary;  
Willingness to be exposed to disagreeable odors and noise;  
Willingness to perform work requiring physical effort;  
General concern for the well being of animals;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in veterinarian technology or closely related field; or
- B) Two years experience involving the care of animals, including dogs, at an established animal shelter/kennel or veterinarian clinic; or
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.

**SPECIAL REQUIREMENTS:**

- 1) Certification by New York State as a Euthanasia Technician within 1 year of appointment.
- 2) Possession of the appropriate level Motor Vehicle Operator's License.

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COMPETITIVE