

JOB DESCRIPTION

Shelter Director

I. BASIC FUNCTION

Reporting to the Board President and the Board of Directors, hold overall responsibility for the operation of the Humane Society of Kent County and Animal Control. This includes ensuring proper animal welfare, administration, enforcement of the Kent County Animal Care and Dog Control ordinances, budgeting, personnel and public relations are handled appropriately. Implements policy as approved by the board and reports to local, county, state and federal agencies.

II. RESPONSIBILITIES

- A. Assures optimum care and treatment of shelter animals, directly and through personnel and policy management. Initiates, authorizes and participates in testing, treatment, and prevention programs for parasites and disease. Ensures sanitary conditions. Oversees selection and implementation of euthanasia process as per guidelines.
- B. Manages shelter staff including hiring, training, evaluation and assignment and provides organization, support and leadership. Conducts reviews and recommendations policy changes, personnel actions, staff development, and pay changes within budgetary guidelines. Assists staff in problem solving and encourages communication through appropriate meetings and other means. Shares in staff duties or replacement as required and works on rotating basis as ACO.
- C. Represents the shelter and promotes the Humane Society with persons using the shelter, the general public, government agencies and other outside groups or media. Uses discretion in sensitive situations as required and may seek board guidance. Responds to State and Federal Inspections for controlled drugs.
- D. Prepares and monitors operating and capital budget requests within areas of control. Assists in the preparation of grants and aid applications. Provides data, documentation, information and reports required by such grants. Administers grant supported programs. Purchases controlled drugs, and oversees requests for shelter supplies.
- E. Ensures required records are maintained accurately including controlled drugs documentation, petty cash management, spay/neuter escrow, shelter fees, crematory fees, and purchasing. Provides environmental agencies with crematory records as required.
- F. Ensures maintenance of crematory serviceability and operates crematory in concert with ACO, ensuring proper operation and recordkeeping.
- G. Reviews public material and suggests updates. Maintains shelter facebook page in a responsible manner.
- H. Other duties as assigned.

III. INTERNAL AND EXTERNAL RELATIONSHIPS

Works with multiple personalities in positions in the shelter, community governing agencies and the public. Handles confidential and sensitive issues including payroll, personnel, and finances. Professional image required during phone conversations personal contact representing HSKC. Works closely with all members of the shelter and board.

IV. RESPONSIBILITIES

Responsible for ensuring a high level of integrity is maintained in regards to the Shelter. Strives towards a good working environment for employees through open communication and problem resolution.

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V. WORK HOURS AND TRAVELING

Some general travel required. Work hours to ??? 8 AM to 5:30 PM. Work varies from general office to outdoor conditions.

VI. SPECIAL QUALIFICATIONS

Minimum of AA Degree required or equivalent two years other college in life sciences, preferably animal related. Related work experience may be submitted for consideration in lieu of formal education ACO training completed or to be completed within a specific timeframe. Two years demonstrated successful supervisory or management experience.