



## CLASS SPECIFICATION

Class Code: 15051  
Date Est: 02/2003  
Last Rev: 02/2018  
Last Title Chg: 02/2018  
FLSA: exempt  
Probation: 12 months

### ASSISTANT DIRECTOR, REGIONAL ANIMAL SERVICES

#### **DEFINITION**

Under general direction of the Director, Regional Animal Services, performs a variety of executive, management and administrative functions involved in the operation of Washoe County Regional Animal Services; performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in public administration, business administration or closely related field AND five years of progressively responsible full time experience in an animal control/shelter environment, including a minimum of three years of progressively responsible experience that demonstrates an ability to effectively manage a complex business operation including supervising staff, budgeting, public relations and business operations; OR an equivalent combination of training and experience. A master's degree from an accredited college or university in a related discipline may be substituted for one year of management experience.

Successful completion of training in use of baton and methods of chemical capture are required prior to completion of probationary period.

Successful completion of qualification for the use of shotguns is required prior to completion of probationary period.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

This is a management position, exercising direct and indirect supervision over department staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop and implement department goals, objectives, policies and priorities for department; evaluate the efficiency and effectiveness of service delivery methods; recommend and administer policies and procedures.

Responsible for the planning, scheduling, coordinating and administering the functions and operations of Regional Animal Services; prepares annual budget and administers the operating accounts.

Provide advice and assistance to supervisors; plan and distribute work assignments.

Motivate, mentor and manage assigned staff, determine work performance standards, conduct performance evaluations, provide direction to staff, conduct employment interviews, and work with employees to handle deficiencies; handle disciplinary and termination issues as necessary.

Develop, coordinate, present and assign all department training, including emergency preparedness training which will provide essential tools to develop proficiencies across all division areas.

Receive requests for emergency animal services and make arrangements for necessary disposition.

Develop and maintain positive public relations to enhance community support and awareness of the programs provided by Regional Animal Services.

Establish, develop and maintain contact with media, professional and civic organizations and other special interest groups to represent the agency and promote its programs and responsible pet ownership.

Monitor the daily operations of the animal services center; ensure cleanliness of kennel facilities and ensure proper maintenance.

Maintain records including intake and outcome statistics for animals, time worked, location and type of work performed by assigned staff.

Prepare and submit a variety of reports, including an annual report summarizing operations, quarterly performance measures and a five year review for Washoe County Regional Animal Services operations.

Order materials, resources and services and review requisitions submitted by staff.

Collaborate on projects with other welfare organizations.

Euthanize animals in accordance with established policy and regulations; monitor the safe use, storage and issuance of sodium pentobarbital, needles and syringes.

Interpret and enforce local ordinances, applicable State statutes, regulations and policies governing animal control and protection.

Coordinate with other law enforcement agencies to enforce animal services laws and document cases for prosecution of animal abuse and non-compliance; secure court orders, search warrants and other legal documents as necessary.

Coordinate with Health District Officials in the prevention of rabies including investigation of animal bites and direction on the quarantine of animals as necessary; assist in the prevention of plague and Hantavirus.

Manage animal licensing programs and related procedures including exotic animal permit applications and variance permits.

Maintain accountability for animals impounded by surrounding public agencies and organizations; ensure appropriate emergency treatment for injured animals or implement quarantine for diseased animals.

Facilitate difficult and sensitive citizen inquiries including investigations involving animal abuse.

Attend a variety of board and Commission meetings to provide consultation, reports and presentations.

Meet with community organizations, the public and representatives of other government agencies to discuss projects and concerns.

Coordinate educational programs for schools, civic groups, public agencies and related groups to make presentations concerning responsible pet ownership.

Respond to inquiries from the public, partnering organizations, other government agencies and County staff.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** (These may be acquired on the job and are needed to perform the work assigned.)

### **Knowledge of:**

County and state ordinances, laws and regulations governing impounding, care, quarantine, treatment and euthanasia of animals.

Washoe County budget process and pertinent policies and procedures of other County departments or divisions (e.g., Purchasing, Budget, Risk Management).

Operations, policies and procedures of the Department.

Countywide personnel policies.

### **Ability to:**

Plan, coordinate and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures, which promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

### **Knowledge of:**

Modern and complex methods and techniques of animal control including skills in capturing and restraining domestic, exotic and wild animals.

Activities and operations of an animal care facility, animal care procedures, practices and techniques.

Federal, State and local laws and ordinances dealing with animal care activities.

Various symptoms of animal diseases and appropriate identification.

Theories and applications of animal behavior.

Work safety methods and procedures.

Principles of supervision, training and employee evaluation.

Principles of dispute resolution and team facilitation.

Presentations development and delivery to staff, the public and public officials.

Coordination with the Sheriff's Office, local fire departments and the Emergency Operations Center for the safe evacuation and sheltering of animals during times of emergency as described in NRS-414.

### **Ability to:**

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Maintain records and prepare reports.

Create and deliver presentations to staff, the public and public officials.

Clearly express ideas both orally and in writing and maintain effective communications with public, partnering organizations, management and staff.

Maintain cooperative relationships with staff, public officials, cooperating agencies such as the Nevada Humane Society and other rescue organizations, and elected officials.

Effectively and openly communicate with strong decision making skills.

Analyze problems and implement solutions.

Effectively represent the Department with the public, partnering organizations, other government agencies and County staff.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Ability to obtain Incident Command (FEMA) training within two years of hire.

Ability to work in a standard office environment and in the field. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Ability to work in varying temperatures. Ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases. Must be willing to work non-standard work week.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*