



CLASS SPECIFICATION

Class Code: 17676
Date Est: 07/2014
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 Months

DIRECTOR OF REGIONAL ANIMAL SERVICES

DEFINITION

Under administrative direction, plans, organizes, directs, and manages the Washoe County Regional Animal Services Center including budget planning, strategic planning, and managing policies, procedures, and regulations for the department; directs the enforcement of applicable County ordinances and states laws regarding Animal Services; acts as a liaison representing the County to various stakeholders and interest groups; maintains a strong working relationship with the Nevada Humane Society; and 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 six years of progressively responsible full time experience with an animal control, animal welfare, or licensed animal shelter program including a minimum of three years at a management level responsible for multiple programs; 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.

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.)*

Plan, organize, direct and supervise the management and operations of the County Animal Services Agency to include: the preparation of the annual budget and administration of the operating accounts; the preparation and submission of a variety of reports such as an annual report summarizing operations, quarterly performance measures, and a 3-year review for both WCAS and NHS operations.

Manage assigned staff, determine staffing levels, coordinate personnel actions, develop work performance standards, conduct performance evaluations, provide direction to staff, conduct employment interviews, manage disciplinary issues and conduct conflict resolution procedures when necessary to ensure smooth and efficient operations.

Develop and implement goals, objectives, policies, and priorities for the department as directed by the Board of County Commissioners and County Management; evaluate the efficiency and effectiveness of service delivery methods; direct and administer policies and procedures

Determine the need for services, develop contract specifications and administer contracts ensuring contract compliance, review performance of work, authorize payment vouchers and renegotiate terms and conditions of contracts.

Administer, interpret and enforce local ordinances, applicable state statutes, regulations, and policies governing animal control and protection.

Research and identify available grants, prepare applications to optimize available grant funding, maintain funding accountability and expenditure status and monitor related tasks to ensure compliance with required reporting requirements.

Coordinate analysis of legislative issues for hearings and committee review, monitoring status and positions on proposed legislation involving domestic animal and other related issues.

Meet and act as a liaison with community organizations, the public, and representatives of other government agencies to discuss projects and concerns; coordinate projects with other Animal Services Agencies; coordinate with other law enforcement agencies to enforce animal services laws; coordinate with District Health Department Officials in the prevention of rabies including investigation of animal bites and direct the quarantine of animals as necessary; assist in the prevention of plague and Hantavirus; directs and coordinate educational programs for schools, civic groups, public agencies, and related groups to make presentations concerning responsible pet ownership.

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 regarding issues related to animal services.

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

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Policies, practices and procedures of Washoe County including the Board of County Commissioners, other governing boards and the County Manager's Office.

Organizational structure of Washoe County government, operations and services in relation to other government, agencies, community organizations, and citizen groups.

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

Operating procedures of the Nevada Legislature regarding lobbying and testifying before designated committees and attendance at legislative sessions and hearings.

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

Operations, policies, and procedures of the department.

Countywide personnel policies.

Ability to:

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

Plan, coordinate, and direct the operations of the Washoe County Regional Animal Services Center to achieve established goals and maximize 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:

Principles and practices of management and supervision.

Principles and practices of program planning, implementation, and administration.

Contract and grant administration, negotiation, and accountability.

Principles and practices of public administration; including budgeting, staffing, and organization.

Operations, services, and activities of managing an animal control facility.

Theories and applications of animal behavior.

Work safety methods and procedures.

Principles of dispute resolution and team facilitation.

Ability to:

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

Interpret and apply statutes, codes, regulations, and policies pertaining to state and local governments.

Analyze statistical data to determine costs associated with proposed and approved contract provisions; present narrative and statistical reports, including recommendations and alternatives, to the Board of County Commissioners, the County Manager, and the Assistant County Manager.

Project cost, staffing, and material requirements.

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

Make effective oral and visual presentations to individuals and groups.

Design and present audio/visual materials.

Identify, analyze, and recommend creative and innovative solutions and ideas.

Maintain cooperative relationships with staff, public figures, cooperating agencies including the NHS and other rescue organizations, and elected officials.

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.

NOTE: THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED. This includes animals that are excited and agitated.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, run, stoop, crouch and kneel. 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 use office equipment including computers, telephones, calculators, copiers and fax as well as handling hand gun, tranquilizer guns and hand tools. Work is performed in office, outdoors, and driving environments. 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.