

JOB ANNOUNCEMENT

ANIMAL CONTROL DIRECTOR

Lauderdale County Board of Supervisors is now accepting resumes for the position of Animal Control Director. Salary is negotiable depending on qualifications.

This is a full-time, permanent position in Animal Control. This person is to supervise the overall operations of the Animal Control Department for the County of Lauderdale and the City of Meridian. Duties and responsibilities include, but are not limited to:

1. Ensuring effective enforcement of all state and county animal welfare laws and assisting with local city laws; supervising staff in daily work assignments; writing citations for violators; issuing affidavits; picking up abandoned animals off county property; investigating animal neglect and cruelty cases; and performing other duties as required. The immediate Supervisor for this position is the County Administrator.

Knowledge, Skills and Abilities:

- Supervise, direct, and evaluates assigned staff, processing employee concerns and problems directing work, counseling, disciplining, and completing employee performance appraisals.
- Plan, prioritizing and delegates work assignments to assigned staff; trains new and existing staff regarding work duties and policies and /or procedures; answers questions; provides information and/or counseling; approves employee timesheets; authorizes vacation, sick, holiday and other leave time.
- Screens animal complaints received from the public; prioritizes calls according to precedence; gathers information from citizens regarding complaints; relays information to staff as necessary.
- Maintains responsibility for departmental budget; purchases equipment, chemicals, solutions and/or supplies; prepares and/or approves purchase orders; monitors spending to ensure compliance with budgetary guidelines
- Ensures the humane treatment of all animals kept at the animal shelter; assures the shelter and its grounds are clean and adhere to all health and safety codes and regulations.
- Maintains responsibility for all fees and fines collected on a daily basis; ensures proper and accurate records are kept and allocated to appropriate accounts; prepares and makes bank deposits on monies received; forwards records to finance and/or accounting as necessary.

- Writes and presents public speeches to staff, outside agencies, citizen groups, organizations and the general public as required to educate them regarding animal control laws and shelter policies; creates awareness for problems surrounding animal control within Lauderdale County and the City of Meridian and the surrounding areas.
- Oversees the euthanasia procedures at the Animal Shelter; selects sick, injured and/or unwanted domestic and wild animals to be euthanized according to policy; administers lethal injection to animals scheduled to be euthanized; ensures accurate records of process are kept and information is logged into computerized databases for departmental use.
- Participates in court proceedings related to animal control issues, citations, and affidavits; testifies before judges and jurors as required; answers questions and provides expert testimony regarding individual cases.
- Responds to calls concerning abandoned, stray and/or wild animals; sets traps to remove stray animals; picks up domestic animals and brings them to the animal shelter.
- Responds to calls from citizens regarding animals that need to be picked up; takes information regarding location of the animals; dispatches officers to specified location.
- Investigates animal bite complaints as received; removes animals that have bitten individuals as required; quarantines animals for safety reasons and to guarantee rabies and/or disease vaccinations; notifies owners of animals and victims of status.

Send resume by June 25, 2010 at 5:00 P.M. to County Administrator, 410 Constitution Avenue, 11th Floor, Meridian, Mississippi 39301 or email to ccates@lauderdalecounty.org.