



CITY OF SELMA
INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any question. Email resume to: lrutledge@selma-al.gov.

DEADLINE FOR TRANSFER REQUEST, APPLICATIONS, AND RESUMES: WEDNESDAY, SEPTEMBER 4, 2024 AT 4:30 P.M.

Position:	ANIMAL SHELTER COORDINATOR
Reports to:	CODE ENFORCEMENT DIRECTOR
Department:	POLICE DEPARTMENT
Location:	203 Medical Center Pkwy.
Status:	Regular, Full-Time
Schedule:	Monday – Friday / 8:30 A. M. – 4:30 P.M.
Salary:	

FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS AND SICK LEAVE.

Job Summary

Under the general supervision of the Police Captain, this employee serves as Manager of the Animal Shelter. The employee provides oversight, management, and supervision for department personnel and animal shelter operations. Responsibilities include establishing and implementing departmental goals and priorities in conjunction with the supervisor and City Council, planning and implementing services, managing expenditures within the approved budget and personnel matters, and ensuring that all services and functions fall within established laws, guidelines and mandates. Schedules and assigns work for shelter staff. Provides direct services to care for the animals, including administering needed treatments to shelter animals. Assists in the routine upkeep of the. They feed, groom, bathe, and exercise pets and other non-farm animals in Facilities. Answers phone and responds to questions, complaints, and requests. Secures shelter building and facilities. Makes presentations and represents the shelter in public environments. Considerable independent latitude in decision-making is afforded to this employee in the operation of the shelter. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug checks.

Essential Functions

- Ensures the Shelter is maintained and operates within the parameters of established laws and requirements.
- Ensures all shelter services and functions operate in a manner such as required by law.
- Establishes and maintains responsibilities for Shelter operations.
- Consults with the supervisor to establish priorities for the Animal Shelter.
- Maintains communication with the supervisor and updates the supervisor and the Shelter staff regarding decisions, shelter mission, and priorities.
- Ensures continuing access to designated veterinarian(s) for emergencies and for planned absences of self; notifies the supervisor and veterinarian of scheduled absences.
- Develops an annual budget, in conjunction with the supervisor, for submission to the Council.
- Performs accounting functions related to expenditures and budget.
- Monitors the approved shelter budget; manages within the approved budget; reconciles accounts and expenditures.
- Prepares and presents status reports of shelter operations to the supervisor.
- Actively supervises Shelter staff in performing daily tasks and routines.
- Receives complaints of dogs, cats, or other animals creating nuisances; dispatches Animal Control Officer for response and investigation.
- Addresses and resolves problems and disputes involving the public, care of animals, Shelter employees, and volunteers.
- Determines eligibility for adoption.

- Identifies animals for euthanasia according to established protocols.
- Establishes and maintains criteria for adoption.
- Assists patrons in completing animal adoption paperwork
- Conducts follow-up with individuals and organizations on adoption processes to ensure the process was successful.
- Utilizes a computer to maintain data, records, and reports.
- Monitor the status and condition of the building and address any maintenance needs.
- Ensures accurate and complete records for Shelter animals, adoptions, staff and volunteers, safety policies and facility maintenance are maintained as required by City policies, and state and federal laws.
- Evaluates new and ongoing Shelter projects on a regular basis to determine and implement needed changes.
- Reviews facility policy and procedures, and standard operating procedures to ensure compliance with local, state, and federal laws and with the mission of the City and shelter.
- Ensures the safety and sanitation of kennels and the public adoption areas, to protect the safety and health of both animals and people.
- Inspects all Shelter areas and services to ensure that work is accomplished, animals are healthy and cared for in a humane manner, and the facility is clean and sanitary.
- Monitors and tracks spaying/neutering actions on adopted pets.
- Monitors and maintains inventory of needed shelter equipment and supplies.
- Performs other job-related duties as required or assigned.

Minimum Qualifications

- Possess a high school diploma or GED; college-level courses in business or an associate degree from an accredited college are preferred.
- Reached a minimum of 21 years of age.
- Certification as a Veterinary Technician is strongly preferred.
- Minimum of two (2) years of experience as an animal control officer or employee in an animal shelter is required; two (2) additional years of work experience in a veterinarian's office is preferred.
- Work experience in a management and/or supervisory capacity.
- Possess current certification as a Certified Euthanasia Technician or ability to obtain certification within eighteen (18) months of employment.
- Possess a current and valid driver's license; must be insurable.
- Ability to be on call 24/7 and ability to respond to emergencies or fill in for employees when they are not available.

Physical Demands

The work requires considerable and strenuous physical exertion, such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

IS AN EQUAL-OPPORTUNITY EMPLOYER