

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

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JOB TITLE: Kennel Coordinator

DEPARTMENT: Animal Control Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Responsible for coordinating and maintaining daily kennel and office operations, caring for impounded animals, and providing assistance to field Animal Control Officers and performing related tasks as assigned. Coordinates and performs technical and clerical duties in support of the kennel and office in collaboration with the Animal Control Officer Coordinator.

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ESSENTIAL JOB FUNCTIONS:

1. Supervises, schedules, and trains Animal Control Officers in kennel and office operations relative to the care, maintenance, and adoption of the impounded animals. Supervises the kennel activities of the Animal Control Officers, which includes coordinating workloads and assignments, instructing, assigning and reviewing work, maintaining standards, allocating personnel, coordinating activities, acting on employee problems, selecting new employees, conducting staff meetings, completing performance appraisals, and related documentation in collaboration with the Animal Control Officer Coordinator.
2. Provides frontline customer service to members of the general public and other county employees in person and by telephone. Assists with educating the public and enforcement of local and state animal laws. Coordinates adoptions, redemptions, owner surrenders, as well as complaints.
3. Ensures humane treatment of impounded animals, and compliance with applicable policies and procedures and functions as an information resource in animal care field.
4. Responsible for the security of euthanasia agent and related materials; provides agent to employees as required, determines animals to be euthanized, reviews and approves daily euthanasia records, maintains accurate related logs responsible for all aspects of the apprehension, impounding, euthanizing and disposal of diseased, unwanted, unhealthy, problem and vicious animals in compliance with approved county ordinances, policies and procedures; responsible for the registration of Pharmaceutical and Drug Enforcement Administration licenses to ensure expiration dates are not exceeded and the license is valid. Assists with euthanizing and disposal of diseased, unwanted, unhealthy, problem and vicious animals in compliance with approved county ordinances, policies, procedures, and communicates directly with crematory services vendor.
5. Maintains all kennel related records, reports, and drug logs. Ensures competency and documentation of all tasks, including fiscal and revenue accountability and controlled substance (euthanasia drugs). Maintains accurate inventory of animals, animal food, supplies, materials, and equipment related to kennel operations.
6. Receives payments and prepares billings for county animal licensing; oversees the distribution of animal licenses to appropriate agencies and vendors and performs data entry for record keeping, routine filing and issues county animal license tags.
7. Assists the Animal Control Officer Coordinator in the planning and coordinating of disaster plans for the department; coordinates with Emergency Management during events; maintains standard operating policy of ESF 17; assists with the coordination efforts in general field and shelter operations

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with law enforcement, health department, city and county agencies, volunteer groups, Humane Society, D.A.R.T and veterinarians.

8. ~~Coordinates and supervises the utilization of volunteers, community service assignees, and inmate workers in unskilled general care-taking duties.~~

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9. ~~In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as needed to assist Animal Control Officers.~~

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Deleted: Works varied schedules, holidays, weekends and emergencies, on-call or call-back status; may work varying locations and assignments as needed to assist Officers.

10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and County animal control ordinances, regulations.
- Knowledge of chemical capture, trapping, ensnaring, handling, transporting, and caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior and diseases in domestic and wild animals.
- Knowledge of modern office methods, equipment and procedures including data processing.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to respond on scene to after hours and weekend calls within ~~sixty (60)~~ minutes.
- Ability to maintain records and prepare written routine technical reports and correspondence.
- Ability to maintain sanitary conditions of kennels.
- Ability to communicate effectively orally and written.
- Ability to be professional when meeting and dealing with people of a diverse cultural background in sometimes a stressful situation.
- Ability to effectively present information in one-on-one and small group situations, and to other employees in the organization.
- Ability to make decisions and prioritize job assignments.
- Ability to accurately calculate figures and prepare reports.

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EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year experience in kennel/shelter management similar environment with domestic animals.
- ~~Two (2) years of supervisory experience~~

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LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course.
- Must possess and maintain certification for Bite Stick, or obtain certification by taking next scheduled course.
- Must possess and maintain certification for Pepper Spray, or obtain certification by taking next scheduled course.
- Must ~~complete the~~ Sumter County Sheriff's Office inmate training class within ~~sixty (60) days of employment.~~
- ~~Must obtain Animal Control Officer certification within 14 months of employment~~
- ~~Must have the ability to obtain a State of Florida Pharmaceutical License.~~

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ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying. (Up to 50 pounds)
- Distinguish colors
- Reaching
- Pulling
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

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ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust.
- Works on uneven, slippery surfaces and heights.
- Works with animals, including flea and tick infested areas, dead and diseased animals.
- Works with moving objects and vehicles.
- Works in stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 04/13/10

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