

## Scott County Government

### Position Description Form

**Position:** Job Title: Assistant Director, Animal Care and Control  
Department Name: Animal Care and Control  
Supervisor Title: Director of Animal Care and Control

#### Position Summary

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The Animal Control Assistant Director is responsible for assisting in supervising, directing and coordinating daily activities at the animal shelter to ensure that all operations run smoothly and in accordance with established procedures and state laws. The Assistant Director fulfills the duties of the Animal Control Director in the director's absence.

#### Duties and Responsibilities

##### Facility Duties

- Greet and assist the public
- Answer the phone or refer inquiries
- Dispatch calls
- Handle adoptions
- File correspondence
- Oversee the ordering and inventory of shelter supplies and equipment and assure that appropriate quantities of all supplies are available
- Schedule appointments
- Train and assist staff with various duties

##### Animal Care

- Ensure cleanliness and overall maintenance of shelter
- Establish and maintain an approved standard of care to animals in the shelter
- Maintain shelter records that include but are not limited to: animal population, adoption, euthanasia, and spay/neuter
- Investigate animal cruelty and abandonments

##### Miscellaneous

- Provide on-call support on weekends, nights, and holidays for emergencies on an as needed basis
- Ensure that the public receives accurate information and excellent customer service
- Any other necessary duties required of the position

## **Position Dimensions**

### ***Required Education and Experience:***

- High School graduate or GED equivalent
- Minimum of an Associate's degree and/or 2 years of experience in a related field
- Must be a U.S. citizen
- Must live in Scott County or within close proximity to be able to respond to emergency calls within 30 minutes
- Valid driver's license
- Certification as an Animal Control Officer

### **Preferred Qualifications:**

- Advanced knowledge of animal behavior
- Attendance to educational classes
- Experience with adoption programs
- Experience with spay/neuter programs and surgeries
- Experience with rabies vaccination clinics
- Experience handling animals which are sick, injured, frightened or dangerous who may display unpredictable behavior

### **Special Knowledge, Skills and Abilities:**

- Ability to communicate effectively, both orally and in relationships with officials, employees, and the general public
- Initiative and resourcefulness using sound judgment with tact and courtesy
- Ability to manage the mental and emotional stress that may accompany the euthanasia of an animal
- Knowledge of state laws and local ordinances pertaining to domestic animals
- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
  
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
  
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
  
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
  
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.