

ORANGE COUNTY, VIRGINIA

OFFICE OF THE COUNTY ADMINISTRATOR

R. BRYAN DAVID
COUNTY ADMINISTRATOR

bdavid@orangecountyva.gov
PHONE: (540) 672-3313
FAX: (540) 672-1679
orangecountyva.gov



MAILING ADDRESS:
P. O. Box 111
ORANGE, VA 22960

PHYSICAL ADDRESS:
112 WEST MAIN STREET
ORANGE, VA 22960

POSITION ANNOUNCEMENT

Animal Shelter Director

The County of Orange is accepting applications for a full-time Animal Shelter Director.

Duties include, but are not limited to, the following:

- Managing administrative operations for the Orange County Animal Shelter, including coordinating and monitoring the budget, purchasing inventory, managing animal behavioral assessments, adoption, and placement programs, and compiling information and preparing a variety of regulatory and compliance reports.
- Providing effective supervision and administration of assigned staff, including staff recruitment, development and training, performance evaluations, employee relations, prioritizing and assigning work, and related activities, and may provide scheduling, training, and direction for a variety of volunteers.
- Conducting regular inspections of the Shelter, reviewing and administering contracts for the maintenance and repairs of complex systems, ensuring proper maintenance schedules are adhered to for a variety of equipment, and coordinating any necessary equipment repairs.
- Assisting with daily animal care, as necessary, including coordination of veterinary care, spaying, and neutering, scheduling and coordinating euthanasia and animal disposals, and supervising and assisting with observation of animals in quarantine.
- Compiling or supervising the preparation and retention of daily and/or weekly animal shelter reports, including kennel count, kennel inventory, and euthanasia count, and completing and maintaining logs and incident reports, as necessary.
- Supporting and assisting the Orange County Sheriff's Office's Animal Control Officers with matters related to the intake and care of all animals under the enforcement jurisdiction of such officers.
- Supporting the programs of the Orange County Humane Society, as appropriate.
- Developing and managing a volunteer training program to promote safety, efficient shelter operations, and other related matters.

Education and Experience

An Associate's Degree from an accredited college or university. Education must be supplemented by a minimum of five (5) years of progressively responsible work experience. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements.

Hiring Range is \$51,909 - \$55,023, depending on qualifications.

The successful candidate must pass a criminal background check. Application packets may be picked up in the County Administrator's Office, located at 112 West Main Street, Orange; or by calling (540) 672-3313. County applications may also be downloaded from the County website at www.orangecountyva.gov. The position is open until filled; the first review of applications will take place on December 4, 2017. EEO.