



King William County Animal Shelter Director

SALARY	\$73,016.00 - \$116,826.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	080323
DEPARTMENT	Regional Animal Shelter	DIVISION	RAS ADMINISTRATION
OPENING DATE	08/03/2023	CLOSING DATE	9/30/2023 11:59 PM Eastern

General Description

Under limited supervision, performs administrative, supervisory and daily tasks in coordinating the efficient operation of the King William/King & Queen Regional Animal Shelter. Work involves maintaining the shelter in accordance with state statutes and local ordinances to ensure public safety and welfare, while providing safe housing for domestic animals until they are adopted, transferred or euthanized.

Essential Functions

- Operate the Animal Shelter in compliance with Virginia Administrative Code, Title 2, Agency 5, Chapter 11 "Public and Private Animal Shelters"; and Chapter 150 "Rules and Regulations Governing the Transportation of Companion Animals"; and VDACS Administrative Code 2 VAC 5-111-30 "Guidelines Governing the Veterinary Protocols Required"; and VDACS Administrative Directive 79-1 Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements; and the Virginia Comprehensive Animal Laws.
- Supervises employees, performs related management functions.
- Performs all Animal Care Technician duties, including cleaning cages/runs and monitoring of animals.
- Transports animals for required veterinary care.
- Performs daily inspections of shelter and coordinates daily work activities.
- Proposes shelter operating policies and procedures.
- Trains and develops shelter volunteers.
- Remains current on all local, state and Federal laws affecting the shelter and animal welfare and ensures their compliance.
- Maintains a Euthanasia Technician Certification, and a State Board of Pharmacy and DEA License for Controlled Substances.
- Performs humane euthanasia in accordance with approved methods and directives of the Virginia Department of Agriculture.
- Responds to inquiries from public and volunteers.
- Develops and administers educational programs on responsible pet ownership, spay/neuter, etc.
- Develops and maintains relationships with local veterinarians, community groups and other agencies.
- Maintains a relationship with a Supervising Veterinarian, as required by VDACS regulations, to establish Shelter animal health care and euthanasia protocols.
- Proposes policies and procedures for animal placement, including animal health and available resources.
- Coordinates proper follow-ups of animal adoptions, verifying required vaccinations, licensing and sterilization of all dogs and cats.
- Develops department capital and operating budget and maintains expenses within approved budget.
- Procures routine supplies and equipment in compliance with the County's Procurement Policy.

- Completes Bank of America credit card expense transactions for department.
- Coordinates attendance at community events to disseminate pet care and Shelter programming information.
- Works productively with 501(c) 3 organizations and foundations to improve conditions for dogs and cats in the community.

SECONDARY FUNCTIONS:

- Performs general administrative, maintenance, and support work as required, including responding to department social media sites and emails, processing mail, preparing reports and correspondence, verifying employee time sheets, copying and filing documents, entering and retrieving computer data, answering the telephone, attending and conducting meetings, etc.
- Acknowledges donors by letter.
- Performs related shelter duties as required.

Knowledge, Skills, and Abilities**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds).

Education, Training, and Experience

Requires a high school diploma or GED equivalent with a minimum of three years administrative experience supplemented by specialized advanced training in code enforcement or a closely related field; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. May be required to obtain applicable certification(s) as deemed necessary by the County. Must possess a valid State driver's license.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

****Potential candidates will be required to complete drug testing, driving and background checks.**

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.

Agency

King William County

Address

180 Horse Landing Rd.

King William, Virginia, 23086

Phone

(804) 769-4968

Website

<http://www.kingwilliamcounty.us>