Employment Opportunity

SHELTER DIRECTOR - KENNEL ASSISTANT

Nicholas County Animal Shelter

The Nicholas County Commission is currently accepting RESUMES’ for a full time position with benefits as Shelter Director - Kennel Assistant. Starting salary will be $1,850.00 monthly with insurance (PEIA), retirement (WVPERS), and additional fringe benefits.

The Shelter Director - Kennel Assistant will supervise and coordinate the work of staff engaged in animal care activities and client service; interpret and enforce state and county laws pertaining to the care and sheltering of animals; possess a thorough knowledge of the requirements and procedure for the safe and humane keeping of animals and shelter management technique; supervise staff involved in the receiving, assessment, medical treatment, custodial care, adoption, humane euthanasia of unwanted animals, provide assistance to the community in resolving animal problems, including over population of domestic animals; act for the staff during periods of absence; and other duties as assigned. The JOB RESPONSIBILITIES/DUTIES can be picked up in the Office of the Nicholas County Commission or be viewed on the county’s website at www.nicholascountyww.org.

Examples of duties listed in the above position description is intended only as an illustration of the various types of work performed. The omission of specific statements of responsibilities/duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

All persons interested in applying for this position can drop off a RESUME’ at the office of the Nicholas County Commission. The deadline for submission of RESUME’s will be Noon on Monday, October 9, 2019.

The Nicholas County Commission is an Affirmative Action/Equal Opportunity Employer. The Nicholas County Commission does not discriminate against any interested individual on grounds of race, creed, color, sex, religion, age, disability, or national origin. The Nicholas County Commission has the right to accept or reject any or all applications received.

NICHOLAS COUNTY COMMISSION:

Lloyd K. Adkins, President
Lyle Neal, Commissioner
Garrett Cole, Commissioner
SHELTER DIRECTOR – KENNEL ATTENDANT – JOB RESPONSIBILITIES/DUTIES
NICHOLAS COUNTY COMMISSION – AUGUST 25, 2019

As set forth herein, the following acts, duties, responsibilities are required for the position of “Shelter Director/Kennel Attendant” in Nicholas County, West Virginia, namely, including, but not limited to:

1. Performs all acts, duties, responsibilities, and requirements as set forth in West Virginia Code §7-10-1 et seq.;
2. Assists Dog Warden with all acts, duties, responsibilities, and requirements as set forth in West Virginia Code §19-20-1 et seq.;
3. Answers complaints from the public, law enforcement, or other persons or entities, and acts in accordance to Code requirements or at the direction of the Dog Warden or the Nicholas County Commission;
4. Maintains up to date data on all animal shelter transactions;
5. Maintains a professional and courteous atmosphere with both the public and employees;
6. Maintains detailed and accurate records of all shelter transactions;
7. Provides care for or transports healthy, sick, injured and dead animals;
8. Enforces statutes with regards to licensing and ownership of animals;
9. Destroys and disposes of animals, as required;
10. Tests animals suspected of rabies;
11. Follows established procedures;
12. Performs all tasks related to cleaning and maintaining all areas of shelter;
13. Issues warnings, seizes and impounds animals;
14. Devise, create, and present an “on call” schedule with Dog Warden/Kennel Attendant for review and approval of the Nicholas County Commission;
15. Applies operating policies, rules and procedures as set forth by Code or by direction of the Nicholas County Commission;
16. Coordinates animal control activities and policies;
17. Performs administrative tasks within and regarding the Animal Shelter;
18. Maintains accurate records with regards to both animal shelter operations and Dog Warden activities; and
19. Performs and assists Dog Warden/Kennel Attendant with all tasks, acts, duties, responsibilities, and requirements as set forth in that certain all “DOG WARDEN – KENNEL ATTENDANT – JOB RESPONSIBILITIES/DUTIES,” as set forth by the West Virginia Code and as set forth by the Nicholas County Commission.