

**Employment Opportunity**  
**ANIMAL SHELTER DIRECTOR/KENNEL ASSISTANT**  
**Nicholas County Animal Shelter**

The Nicholas County Commission is currently accepting RESUMES' **ONLY** for a full time position with benefits as Shelter Director - Kennel Assistant. Starting salary will be \$2,450.00 monthly with insurance (PEIA), retirement (WVPERS), and additional fringe benefits optional.

**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.nicholascountywv.org](http://www.nicholascountywv.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 mail or drop off a RESUME' at the office of the Nicholas County Commission, 700 Main Street, Summersville, WV 26651. **Resumes' can be emailed to: [ncc\\_pattyneff@yahoo.com](mailto:ncc_pattyneff@yahoo.com). The deadline for submission of RESUME's will be Noon on Tuesday, October 4, 2022.**

**DEFINITION**

The manager 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 and dealing with clients; 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 Manager will report directly to the Nicholas County Commission and is responsible for all aspects of the day to day operations at the Shelter, and all animal care and client services programs.

**TYPICAL TASKS**

Plan, organize and administer programs directed toward the sheltering of animals, the adoption of animals, the rehabilitation of animals, and the humane

euthanasia of animals within the framework of state and local laws; supervise all operations involved in the processing of incoming animals including assessment of physical and behavior conditions to determine adoptability; supervise the application of appropriate and prompt medical care, or humane euthanasia of animals brought to or impounded at the shelter; order and maintain adequate medical and kennel supplies within budget allocations; establish and maintain cooperative relationships with federal, state and local agencies and private groups concerned with the care and well-being of animals, improved adoption programs and responsible pet ownership; furnish input to new legislation and regulations affecting the care, treatment and health of shelter animals; recommend, write, and implement policies related to animal sheltering services.

Direct and supervise the keeping of records, accounts, monies and reports related to animal care activities, prepare statistical reports and correspondence; oversee the provision of proper vaccinations to animals prior to adoption and rescue groups and to impounded animals to prevent the spread of disease; oversee the ordering, storage, and use of controlled substances used in the humane euthanasia or treatment of animals; provide and enforce industry guidelines to maintain sanitary conditions in the kennel areas.

Direct, perform and provide for appropriate training of animal services staff, assign work, and provide evaluations of shelter staff; resolve performance or operational problems; perform functional supervision of animal care workers, community service workers, and volunteers assigned to shelter duties.

Assist in overseeing routine maintenance of shelter facilities such as cleaning, changing air filters if applicable and other minor maintenance and repairs; handle telephone inquiries and complaints.

Supervise the care of animals brought to the animal shelter; supervise the administration and personally administers humane euthanasia according to established procedures, as may be required and in accordance with federal and state laws.

### **ABILITY TO**

- ▶ establish and maintain effective working relations with fellow employees, law enforcement agencies, private groups such as rescues and the public
- ▶ supervise subordinate employees
- ▶ analyze animal services shelter problems and adopt effective courses of

action

- ▶ prepare clear and concise verbal and written reports
- ▶ handle sensitive inquiries from and contacts with public officials
- ▶ identify immediate and long-term staffing needs and propose solutions
- ▶ plan and oversee staff training and development
- ▶ complete work plan goals in a timely manner
- ▶ manage the animal services shelter budget
- ▶ complete educational programs covering legal aspects of animal control
- ▶ operate computer, facsimile, copier equipment
- ▶ follow oral and written directions
- ▶ lift 50 lbs. unassisted

### **SPECIAL REQUIREMENTS, CONDITIONS**

**Training** - must attend and pass the euthanasia certification course as provided by state law.

**License** - must possess and maintain a valid West Virginia driver license.

**Background Investigation** - departmental background and fingerprints are required. Employment in this department requires successful completion of a criminal background investigation.

**Hours** - availability to work a flexible schedule including nights, weekends and/or holidays.

**Special Working Conditions** - exposure to animals who may be hostile or dangerous

**Being Vaccinated Against Rabies Will Be a Requirement**

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

Garrett E. Cole, Commissioner

D. Craig Chapman, Commissioner