Animal Protection Services Manager

**Summary:** Manages Animal Protection support staff and Animal Protection Officers in the shelter and in the field.

**Overview:** The Animal Protection Manager assigns work activities, sets priorities, and supervises subordinate staff. Employees in this class develop and implement policies and procedures for animal care, detainment and enforcement of the laws and ordinances in Hamilton County, Tennessee. The Animal Protection Manager must use judgment to adapt Animal Protection Ordinance provisions to a variety of field, kennel and supervisory situations; and must respond to unusual problems requiring the development of unique solutions. Management provides general review of this position's work. Personal contacts include the public, the Health Department, and law enforcement agencies for such purposes as resolving difficult or sensitive animal problems or coordinating the preparation of cases for court.

**Duties & Responsibilities:**

·        Schedules, assigns, monitors and supervises the daily activities of Animal Protection Officer employees in the field who enforce the provisions of the laws and ordinances of Hamilton County by patrolling areas of the county and responding to complaints regarding stray, noisy or dangerous animals;

·        Supervises and monitors a variety of dispatch and administrative activities within the Animal Protection Unit, including radio dispatching, telephone answering, record-keeping and clerical support;

·        Develops and implements policies and procedures for field enforcement, and Animal Protection, care, detainment and disposition;

·        Establishes and maintains standards of control that prevents cruelty to animals and ensures public safety and welfare from hazards caused by animals;

·        Responds to serious Animal Protection problems in the field;

·        Monitors the use of all drugs and hazardous substances used by Animal Protection in accordance with state and federal regulations;

·        Conducts staff meetings; trains, instructs counsels and conducts the performance evaluation appraisal process for subordinate staff; selects and administers disciplinary measures as needed;

·        Prepares a variety of correspondence reports and recommendations, including responses to complainants and the sections annual report;

·        Euthanizes, or supervises subordinates who euthanize sick, injured or other animals preapproved by the Executive Director;

·        Tracks supplies for field enforcement activities;

·        Represents the department before interested groups; coordinates with the public, the Health Department, law enforcement and other agencies to resolve difficult or sensitive animal problems; and prepares cases for court;

·        Performs other related duties of a comparable level/type as assigned.

**Physical Demands:** Must be able to lift over 70 pounds. Exposed to sick, injured, and dangerous animals; subject to animal attack. Must be able to respond to emergency situations, at any hour, which may require working nights, weekends, and/or holidays.

**Minimum Qualifications:** Requires five years experience in animal care, handling, or enforcement, or three years experience supervising multiple shift field work (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class). Must have experience with court cases and/or investigative legal work.  
A BA degree in Zoology, Biology or related field could be substituted for 2 years of experience.

**Licensing and Other Requirements:** Current state driver's license or evidence of equivalent mobility. Current state license to perform humane euthanasia.

Job Type: Full-time

**\*REQUIRED\* QUALIFICATIONS:**Requires a minimum of two years animal care and treatment experience, or at least one year of which is in assisting a licensed veterinarian; or one year experience as an Animal Protection Officer or law enforcement personnel. Current, valid driver’s license required. Must be able to lift over 70 pounds. Applications that do not meet these requirements will not be considered.

Job Type: Full-time