

BOARD OF COMMISSIONERS
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COUNTY MANAGER
Jaime Laughter
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101 South Broad Street
Brevard, NC 28712

Position Vacancy Announcement

Classification: Animal Services Director
Salary Grade / Range: 18 / \$45,732 - \$68,599
Department: Animal Services

Duties and Responsibilities: Performs task of overseeing the operations of the Transylvania County Animal Shelter and Animal Control Services. The Director is responsible for ensuring compliance with all Local, State and Federal laws pertaining to Animal Control activities and animal shelter operations. Duties include managing & overseeing volunteer and inmate workforce; monitoring paperwork; developing operating guidelines; supervision of staff; budget preparation and monitoring; ensuring equipment and facilities are maintained appropriately and in compliance with regulatory requirements; managing the animal population in the shelter; coordination with local rescue groups; completing reports; increasing adoption rates; and implementation of programs designed to enhance animal care and reduce euthanasia rates. The Director represents the county by interacting with the public and fostering relationships with citizens' local animal rescue and animal care groups. Ensures that staff and volunteers are trained, keeps accurate records and reports.

Knowledge, Skills and Abilities: Thorough knowledge of the methods, laws, regulations, material, tools and equipment used in animal shelter facilities and operations or ability to read, comprehend and administer programs to ensure County and staff compliance with these laws; thorough knowledge of hazards and safety precautions associated with the type of work assigned; skill in the use of tools, agents and drugs needed to operate an animal shelter; ability to recognize, and solve problems. Must have the ability to lead staff and complete the administrative responsibilities of a Department Director. Must be familiar with use of Microsoft Office and Windows-based operating systems ****Pre-employment drug testing required.****

Minimum Education and Experience: Bachelor Degree with experience in an administrative role with supervision of staff; interpretation and compliance with administrative code and/or statutory requirements. Prefer animal care and animal shelter operations experience or significant experience dealing with animals. The ability to obtain certification for administration of vaccines to animals; Certified Euthanasia Technician, and Shelter Operations is required.

Deadline: Open Until Filled

Apply: Submit a NC State Application (PD-107) prior to NC Works/Joblink Career Center, located on the campus of Blue Ridge Community College.