



POSITION OPENING

POSTING DATE: October 29, 2020
DEPARTMENT: Animal Control
POSITION TITLE: Animal Control Director
AFFILIATION: Exempt
HOURS: Full-Time (40 Hrs. /Wk.)
GRADE: 17
WAGE: \$58,500 - \$73,097 Annually

APPLICATION DEADLINE: November 12, 2020

Interested candidates should submit a cover letter, resume, Tazewell County job application and contact information to:

County Board Office
11 South Fourth Street
Suite 432
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I Apply For A Job."

Tazewell County is an Equal Opportunity Employer



Tazewell County Job Description

Job Title: Animal Control Director
Department: Animal Control
Reports to: County Administrator and Animal Control Administrator
FLSA Status: Exempt
Grade: 17
Prepared Date: 2/2014

SUMMARY: Appointed by the Tazewell County Board Chairman and under the general supervision of the Tazewell County Administrator, County Board Chairman, and/or Health Service Chairman, this position performs a variety of routine, semi-routine, moderately complex, and complex supervisory and managerial work involved in the operations of Tazewell County Animal Control.

This position is responsible for directing the activities of the Tazewell County Animal Control and the rabies control programs for Tazewell County, and supervising the Chief Clerk, Kennel Manager, Part time employees, and three Animal Control Officers.

PRIMARY DUTIES AND RESPONSIBILITIES:

Develops, communicates and monitors policies and procedures to improve the operational efficiency, professional management, and accountability for animal control matters.

Serves as senior management, reporting to the County Administrator and the Animal Control Administrator, and functions as a project director on assigned County programs. Incumbent is expected to attend all Health Services Committee meetings, and other meetings as directed by the County Administrator or the Animal Control Administrator.

Ensures credibility throughout the County by optimizing the County's resources in developing solutions to business challenges.

Provides leadership to Animal Control and Protection Service to include the planning, direction and supervision and evaluation of on-going operations. Develops and implements short-term plans and annual goals to ensure efficient operations of the department. Establishes strategic plan and overall direction for

the department. Ensures goals and objectives of the department are in line with the County's goals and objectives.

Evaluates dogs pursuant to dangerous dog ordinances and other applicable ordinances; impounds animals in violation of ordinances utilizing humane discretion in handling animals; declares animals vicious or dangerous; provides testimony on animal behavior in court; advises administration and County Board on animal-related issues; issues orders of confinement.

Selects animals for euthanasia; prepares euthanasia solution; euthanizes selected animals by injection; evaluates all animals for temperament, health, and condition; administers first aid, obtains veterinary care, or euthanizes sick or injured.

The Director must enforce the state code of micro-chipping all appropriate animals. Supervises and implants microchips into pets as necessary.

Develops and implements programs to reduce pet overpopulation and euthanasia through spay/neuter initiatives, public awareness campaigns, legislation, and education.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Develops and recommends operating budget for the department annually; monitors and administers approved budget. Significant ability to concentrate and pay close attention to detail in reviewing, preparing and presenting budgets, reading and writing reports, or representing department at internal or external public meetings.

Oversees all administrative and fiscal activity. Develops and implement department mission, goals and procedures; determine needs for expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies.

Serves as the administrator of rabies control in accordance with the Animal Control Act.

Supervises the capture of animals using tranquilizer guns and equipment.

Fosters and promotes employee morale; suggests programs designed to achieve this goal.

Meets with citizens regarding complaints, questions, concerns, and problems; resolves issues appropriately.

Serves as liaison to the Health Services Committee; prepares notices to appear, agenda, minutes, and orders in addition to maintaining records of Health Services Committee.

Acts as a liaison to the State's Attorney's Office for the filing and prosecuting of ordinance violations.

Negotiates and monitors contracts with municipalities and civic organizations.

Monitors current, newly adopted, and proposed legislation; suggests changes in legislation and represents the organization as an expert witness as requested. Develops relationships and collaborates with the Humane Society and Veterinarian's Association.

Develops and implements programs to enhance adoptions, increase redemptions, educate and inform the public.

Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES: Interviews, hires, and selects potential employees. Performs supervisory functions including staffing, training and orientating new employees, assigning, inspecting and directing work, evaluating performance, disciplinary actions, termination, completing reports relating to accident/injuries, answers union grievances as it relates to the department, and addressing complaints of the department and resolves problems as they arise, etc.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and /or EXPERIENCE: Bachelor's degree from an accredited four-year college or university in Public Administration, Business Administration, Animal Science or a related field; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Incumbent is expected to successfully complete various training courses, such as incinerator operation and care, and chemical capture, within one year of employment.

Three to Four years supervisory experience is required for this position.

Must receive a pre-exposure rabies vaccination.

Must have knowledge of Public Administration, local government management and business theory, practice and administration in order to oversee the planning and implementation of department functions; to prepare reports/analyses, policies and budgets.

Must have an understanding of animal behavior.

Must be able to detect symptoms of rabies, animals in distress/danger, and other illnesses.

Must have public speaking skills.

Must have excellent communication skills, both oral and written, ability to solve problems, in a logical and analytical manner, and to establish and maintain effective working relationships with employees, senior management, elected officials, departments, consortiums, outside agencies, and the public.

Must have ability to effectively communicate with abusive, difficult, and angry people, and use tact and discretion in various situations that arise, some of which may be potentially threatening.

Must know generally accepted principles, practices and theories of humane responsible animal care standards. Must have knowledge of applicable state, federal and local ordinances, laws, rules and regulations. Must know basic law enforcement theories and procedure and understand the judicial process.

Ability to work independently, be self-motivated, manage time effectively, and set priorities.

Must have ability to interpret professional periodicals and journals, technical procedures and government regulations.

Must be familiar with the following equipment and materials: vaccination needles, micro-chips, thermometer, microscope, control stick, live capture traps, cat graspers, squeeze cages, snake snares, and other commonly known animal capture equipment, types of tranquilizer drugs and dosages and gun, communications equipment and computer.

Must be able to serve as Animal Control Director, if appointed.

Must be able to maintain confidentiality.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw graphs or simple maps.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a Euthanasia Technician Certificate as required by the State of Illinois or must obtain one within 90 days of employment.

Must have a valid State Driver's License.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

LANGUAGE SKILLS: Ability to read and interpret documents such as federal and state regulations, operating and maintenance instructions, and procedure

manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or the general public.

PHYSICAL DEMANDS: The incumbent engages in the following movements: stooping, climbing and balancing, crawling, kneeling, crouching, reaching, feeling, fingering and grasping; some of which may be repetitive.

Incumbent sits, stands, and walks for various amounts of time while performing duties.

Handles up to 100 pounds of force occasionally, and/or 50 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects and or animals. Worker is expected to be able to physically manipulate resistant animals without causing harm to them.

Visual ability sufficient to read procedural manuals, safety rules, maps, and complete written correspondence, and differentiate animal expressions and behaviors.

Hearing and speaking ability sufficient to carry on a conversation with others in person, over a telephone, in addition to unique hearing requirements such as hearing a cat growl or other animal noises necessary for monitoring animal behavior.

Performs complex tasks requiring independent knowledge in addition to procedures or instructions provided and application to non-routine situations.

WORK ENVIRONMENT: Worker is frequently subject to noise, stress, distraction and interruption. The incumbent's working conditions are typically loud due to barking dogs. May be subject to inclement weather and working conditions. May need to wear protective face masks due to foul odors.

Worker is exposed daily to wild, dangerous or vicious animals.

Worker will frequently come into contact with angry and/or emotional pet owners.

Worker will be subject to compassion fatigue.

While performing the essential functions of this position the employee is frequently exposed to animal diseases and parasites, fumes or airborne particles, work near moving mechanical parts, and toxic or caustic chemicals. Worker performs tasks which require eye and ear protection.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.