



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: ANIMAL SHELTER DIVISION MANAGER

DEPARTMENT: ANIMAL SHELTER

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1

FULL TIME     REGULAR  
(YEAR ROUND POSITION)

PART TIME     SEASONAL

TEMPORARY

STARTING WAGE:	<u>\$28.65</u>	<u>per hour</u>
SALARY AT:		
1 Year Step	<u>\$29.79</u>	<u>per hour</u>
2 Year Step	<u>\$30.99</u>	<u>per hour</u>
3 Year Step	<u>\$31.61</u>	<u>per hour</u>

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

Additional information:

This position is responsible for developing, coordinating, and administering programs of the Animal Shelter, managing the daily operations of the Animal Shelter, adhering to established County policy and/or advisory board guidance, performing administrative work including directly supervising and assigning work of Animal Shelter employees, and assists in the screening, hiring, and evaluation of staff. Administrative duties also include assistance with the development of a service plan, development of the operations budget, preparation of grants and other related work as required. This position will have extensive contact with community groups acting as the lead for the Shelter.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Animal Shelter Division Manager	<b>Job Code:</b>	07040
<b>Department:</b>	Animal Shelter	<b>Pay Grade:</b>	Std 35
<b>Reports to:</b>	Health Officer or Deputy Health Officer	<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

**Department Overview:** The Flathead County Animal Shelter is a division of the Flathead City-County Health Department. The shelter is an open-admission municipal shelter and provides care for stray and abandoned dogs and cats in Flathead County. The shelter provides adoption services for dogs and cats, reunites lost pets with their owners, and serves as a public education center. The shelter provides dog licensing services and interfaces with public health and law enforcement as necessary to protect the community.

**Job Summary:** This position is responsible for developing, coordinating, and administering programs of the Animal Shelter, managing the daily operations of the Animal Shelter, adhering to established County policy and/or advisory board guidance, performing administrative work including directly supervising and assigning work of Animal Shelter employees, and assists in the screening, hiring, and evaluation of staff. Administrative duties also include assistance with the development of a service plan, development of the operations budget, preparation of grants and other related work as required. This position will have extensive contact with community groups acting as the lead for the Shelter.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Manage the day-to-day operations while meeting volume and productivity goals of the Shelter.
- Plan, delegate, supervise and evaluate the work of Shelter employees.
- Ensure the appropriate staffing schedules, monitor attendance, and approve leave time for staff.
- Develop policies and procedures to enhance the health and welfare of the sheltered animals as well as implement requirements of laws, ordinances, and statues of animal control.
- Assure staff are adequately trained in department rules, regulations, and ordinances; recommend changes in ordinances and fee schedules to Health Officer as needed; resolve difficult cases involving interpretations of ordinances or regulations encouraged by other Shelter employees.
- Prepare, monitor, and analyze the Shelter's budget and finances, including approving expenses for payment, maintaining stock levels, and preparing inventories for supplies and equipment.
- Respond to and resolve citizen complaints concerning shelter operations.
- Build and maintain strong public relations with community partners and stakeholders by serving as the public relations representative for the shelter.
- Coordinate departmental safety programs.

- Perform administrative duties including payroll and accounts payable, maintain files, submit and present monthly report to Flathead City-County Board of Health, assist the administrative staff with greeting and interacting with the visiting and telephoning public.
- Perform duties relating to the impoundment and adoption of animals.
- Related work as required for maintaining a healthy shelter environment.

**Physical Demands and Working Conditions:**

- Subject to frequent interruptions.
- Work is performed primarily during normal business hours with occasional evening and weekend commitments including being available on-call for emergencies.
- Employee is required to lift and/or move up to 50 pounds.
- The noise level in the work environment is usually moderate with occasional incidents of loud noise from the barking dogs.
- Requires occasional travel to meetings and trainings.
- Requires fine finger dexterity to operate keyboards and writing materials.
- Involves sufficient verbal and written communication to direct the work of subordinates and lead customer service functions.

**Supervision Exercised:** Directly supervises assigned professional, technical, and clerical positions in the Animal Shelter.

**Knowledge, Skills, and Abilities:**

- Ability to plan, organize, develop, implement, and evaluate programs and activities
- Ability to read, understand and interpret animal control ordinances and department rules and regulations
- Working knowledge of the ethical and legal requirements of the profession
- Thorough knowledge of budgetary and financial procedures.
- Ability to plan, schedule, assign and evaluate the work of employees and volunteers
- Ability to seek and schedule ongoing education and training opportunities for all shelter employees including the Division Director.
- Ability to effectively represent the shelter by communicating orally and in writing.
- Obtain and maintain a valid Montana driver's license, proof of insurance and a safe driving record.
- Skill in the preparation of concise and accurate reports and other required Shelter documentation.
- Ability to maintain a professional leadership role in the department.

**Education and Experience:**

The job requires a bachelor's degree in a field of study commensurate with the duties described and five years of experience in an animal shelter or similar setting, including experience conducting administrative functions; or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities as required to fulfill the requirements of the position.

Action	Date	Reference
Adopted	09/27/2007	Commissioners' Minutes
Revised	06/21/2012	Commissioners' Minutes
Revised	7/1/2014	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	12/20/2022	Commissioners' Minutes