

JOB ANNOUNCEMENT: Animal Control Manager



POSITION OPENING: 25.10 Public Works **Post Dates:** 3/21/2025 – Until Filled
Classification Title: Animal Control Manager
Salary Range: Animal Control Manager I - \$63,100 - \$95,400
Location: Public Works
Term of Appointment: Regular/Full-time
Probationary Period: One (1) Year

Job Summary

Under the administrative direction of the Superintendent of Public Works, the Animal Control Manager directs, manages, supervises, and coordinates the activities and operations of the Animal Control division within the Public Works Department.

Essential Tasks. Other duties may be required and assigned.

- Oversee and monitor all divisional operations within the Animal Control Division to ensure efficiency, continued improvements, compliance with City safety policy, and all State, Federal, and City standards and procedures.
- Monitor all Animal Control personnel functions to include evaluations, leave requests, timesheet review, overtime requests, special events, individual counseling sessions, and disciplinary functions.
- Monitor City's holding facility to include visual inspections, ensuring preventative maintenance and needed repairs are completed to maintain compliance with the Georgia Department of Agriculture's requirements.
- Perform a variety of professional and technical tasks involved in the management of the division including participating in the planning, preparation, and monitoring of the operating budget activities; monitors expenditures, authorizes payment for services rendered, and prepares short and long-range plans.
- Assists the Fleet Maintenance division with procurement of Animal Control vehicles or equipment and oversees the preparation of bids and proposals for the purchase of supplies, equipment, service, and materials necessary to complete assigned projects in accordance with purchasing policies and procedures.
- Contributes to the development and implementation of goals, objectives, policies, and priorities of the Public Works Department's long-range and strategic plans.
- Attends and participates in professional group meetings and training to maintain awareness of new trends and developments in the field of Animal Control.

JOB ANNOUNCEMENT: Animal Control Manager

Knowledge, Skills, & Abilities Required

- Knowledge of principles and practices of supervisory methods, including employee selection, termination, training, conducting performance evaluations and other functions of a supervisor.
- Knowledge of methods, techniques, materials, tools and equipment used in the safe handling of domesticated and feral animals.
- Knowledge of applicable federal and state laws and administrative regulations; city ordinances and external directives.
- Knowledge of geographic boundaries of the City's public facilities and emergency facilities.
- Ability to maintain effective and respectful communications and interactions with other employees, supervisors and individuals from other organizations and citizens.
- Ability to understand and follow quickly and accurately oral and written instructions.
- Ability to work cooperatively with co-workers and the public by using good judgment to resolve customer complaints in a positive and timely manner.
- Ability to adapt to change and changes in work conditions and work in an environment of growth and innovation.
- Ability to interpret information, reason and use good judgment.

Reports to:

Public Works Superintendent.

Physical Demands and Work Environment

While performing the duties of this job, employee may be exposed to a kennel that is not air-conditioned and may be exposed to unpleasant kennel smells. May have to handle domesticated animals that are stray, injured, diseased or vicious. The work is typically performed inside and outside while intermittently standing, stooping, walking, bending, or crouching. Lifting how up to 80 lbs. individually and over 100 lbs. in team lifting of animals and cages. This position requires spending much time patrolling the streets and private properties within the city's service area. The officer may be exposed to hazardous conditions, including weather, difficult terrain, insects, and wild animals while investigating complaints and impounding animals. Time is also spent in an office setting, as well as cleaning and feeding animals in the animal control facility. This position requires daily contact with the public. Not only does the Animal Control staff have contact with animal owners, but he/she must also communicate with office staff, law enforcement, veterinarians, animal advocates, bite victims, state employees in the Veterinary Services Branch, or Public Health, etc. Employee must have the ability to establish and maintain effective relationships with the public.

Certain preventative vaccinations may be required. On-call, off-hours scheduling is required, as are some evening and night tasks. Work is performed outdoors under dirty, uncomfortable, noisy, and hazardous conditions and in all types of weather conditions. Weekend, holiday, and after-hours work are sometimes required, as well as after-hours response and emergencies.

JOB ANNOUNCEMENT: Animal Control Manager

Minimum Qualifications

- High school diploma or GED equivalent. Degree preferred or equivalent experience.
- Active and maintain Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Highly effective written and oral communication skills with diverse audience.
- Five years increasingly responsible experience in animal control operations, including three years of supervisory experience required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities to perform this job.
- Must possess or obtain within the first six months of employment a Carl Vinson Institute of Government "Succeeding as a Supervisor" certificate or equivalent.
- Must enroll and participate in the Carl Vinson Institute of Government Public Works Management Certificate program or equivalent.
- Must have completed the NACA Animal Care and Control Office Training I and II Certification program or complete within a timeframe designated by the Public Works Superintendent.

Application must be completed in full to be considered.

<https://perry-ga.gov/human-resources>

This position requires pre-employment, post-accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG
FREE WORKPLACE**