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STANLY COUNTY SHERIFF'S OFFICE JOB ANNOUNCEMENT

The Stanly County Sheriff's Office is currently accepting applications for the position of an Animal Shelter Coordinator. The purpose of this position is to perform supervisory and administrative responsibilities involving the coordination the operations of the shelter including ensuring the implementation and observance of applicable laws, rules and regulations governing shelter operations.

Education and Experience Requirements:

Required: High school diploma or equivalent, associate's degree in related field is preferred.
Five years of animal husbandry services and/or veterinary business services experience, or animal services related management experience that includes animal control programs, lead worker, supervision, or supervisory training.
Valid North Carolina driver's license with a good record.
Current Certification to perform Euthanasia procedures and Rabies vaccination.
Pass a thorough background check to be allowed to handle and administer controlled substances.

Essential Duties and Responsibilities:

Cultivates new and maintains existing relationships with community partners.
Completes animal related paperwork and creates records related to adoptions, claims, bite reports, police records, lost/found and veterinary care.
Coordinates the daily operation of the shelter in accordance with Federal, State, County and shelter regulations, policies and procedures.
Develops strategies for improving outcomes for animals under the care of the shelter through focus on best practices, practical solution, and creative problem solving to increase adoption rates, volunteer services for animals and improve all services provided to residents.
Ensures the appropriate provision of information to the public regarding animal control regulations and reclaiming of a lost pet. May include public awareness and educational programs.
Administers and monitors animal care and customer service including cleaning, feeding, adoptions, reclaims, citizens turning animals in to the shelter (owned and stray), and euthanasia procedures.
Facilitates excellent customer services, striving to improve the satisfaction of all customers, partners, staff, and volunteers in their interactions with the department.
Ensures compliance with Department of Agriculture license regulations in the application for euthanasia and maintains records required by the State and DEA.
Evaluate animals based on health and behavioral status as it applies to their care and ability to be safely placed with adopters or rescue organizations.
Ensure all staff, volunteers and visitors adhere to all safety and biohazard protocols to prevent injury and the spread and entrance of disease within and without the facility.

Physical and Working Environment:

Normal mental and visual attention required. Physical efforts require regular bending, reaching, kneeling, standing, lifting (up to 50 pounds), carrying and restraining animals, and the operation of vehicles and equipment. Work requires potential exposure to rabid animals, frequent interruptions, high noise levels, animal feces, animal allergens, bites, scratches, adverse weather, traffic, cleaning chemicals, fumes, dust, etc. Safety procedures must be adhered to at all times.
Employee is subject to work some weekends, holidays and beyond normal scheduled hours depending on the needs of the organization.
Emotionally be prepared to make difficult decisions regarding the humane outcome of all animals within the shelter.
Salary will be based on training and experience.

How to Apply: Resumes and a county application must be submitted to jcrisco@stanlycountync.gov by September 30, 2022.

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www.stanlycountync.gov

Human Resources

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