

Job Posting...

Warren County, Tennessee Government is seeking a full-time Director of Animal Control and Adoption Center (ACAC). Responsibilities include all aspects of training, coordinating, supervising, and evaluating the work of facility personnel who assist in the care, treatment, and transportation of animals and who contribute to the overall operations. Management duties include but are not limited to budget development and administration, hiring/supervising/training department employees and volunteers, overseeing the daily operations, performing customer service, recordkeeping and data entry functions. The Director will carry out policies, procedures and programs related to both short- and long-term strategic plans to improve and maintain the facility and its operations. Essential to the position are remaining compliant with all federal, state, and local regulations/guidelines and working with other agencies to enforce all aspects of animal control and adoption. The Director reports to the County Executive and must prepare/provide reports as required. Weekend and occasional evening hours are required. Will perform other duties as assigned.

Salary: Commensurate with qualifications and experience.

Minimum education, experience and skills:

- High School Diploma or Equivalency
- Valid Tennessee driver's license, or the ability to obtain a license
- Knowledge of..
 - Modern office procedures, computer applications and equipment which includes preparing invoices, spread sheets, payroll, inventory and other reports as assigned
 - City and County regulations/ordinances/policies regarding animal control
 - State regulations related to the administration of basic medication and euthanasia methods
 - Use of practices, techniques and equipment used in the handling of animals
 - Excellent oral, written, and interpersonal skills

Preferred education, experience and skills:

- Associate degree or higher from an accredited institution
- Two or more years of responsible animal control experience and training
- Two or more years in a position administrative and/or supervisory role
- Certification as an Animal Euthanasia Technician, or the ability to obtain it
- Valid Handgun Carry Permit, or the ability to obtain a permit

Training/Certification Requirements:

The Director will be required to secure all training and licensure mandated by the State of Tennessee in order to be compliant with all standards and regulations specific to operating an animal control facility.

Working Conditions:

The Director can be subject to both mental and physical demands when working around and/or with animals. Customer service and establishing relationships with the community are critical to public perception and successful operations. Control of disease and the enforcement of sanitary conditions are daily routines. Noise levels can be 95 decibels or higher. The smell of animal waste is constant variable at the facility. The Director may be tasked with the use of chemicals related to the care and treatment of the animals and their diseases. The proper use of pole, snare, and cage traps will be expected in capturing or controlling aggressive animals.

Work to include both office and field operations. All ACAC employees can be exposed to various adverse weather conditions. All ACAC employees will respond to emergency situations and work with law enforcement personnel as necessary.

Applications can be found on the County Executive's webpage (http://www.warrencountytn.gov/government/county_executive/executive_documents_links.php) or at the office (201 Locust Street, Suite # 1). Completed applications, with a résumé and any other attachments, must be submitted to the Warren County Executive's Office either in-person or via e-mail by noon on Friday, May 17, 2019.

For more information contact:

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McMinnville, TN 37110
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Warren County, Tennessee Government provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.