

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Animal Care Manager	<b><u>CLASS NUMBER:</u></b> 20022	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Animal Care & Control	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N15	<b><u>POSITION CONTROL #:</u></b> 071020
<b><u>POSITION LOCATION:</u></b> 4340 Tamarack Blvd., Columbus, Ohio 43224	<b><u>TYPICAL WORK SCHEDULE:</u></b> Varies	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (071001)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Foster Rescue Coordinator (071038, 071042); Animal Adoption Assistant (071201, 071202, 071203); other positions as assigned		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Animal Care Manager classification is to coordinate the forward progress of shelter animals, provide information and support to leadership and various sectors of the public, and to manage and supervise assigned personnel.

**JOB DUTIES:**

Provide immediate supervision and maintain work schedules for assigned team. Assist in hiring and performance evaluations. Assign and monitor daily, weekly, or monthly duties of subordinates; coordinate and schedule training of subordinates. Assist in evaluating and promoting animal shelter protocols and activities that involve animal care. Assist with coordinating the transfer of dogs to other shelters, rescue organizations and foster homes. Act as liaison between the public relations team, medical team and other office personnel.

Maintain inventory of necessary program supplies. Assist in preparing reports and providing monthly statistics on foster, rescue, adoption, behavior programs and other project assignments. Assist in animal related activities including, but not limited to, foster and adoption events, community outreach events/educational programs/onsite tours, training, etc. Create and share behavior resources, check lists, programs, handbooks in conjunction with the adoption/behavior/foster/rescue team. Update animal information and maintain individual animal records through shelter software and any internal shelter paperwork.

Assist with posting of animals in need of behavioral foster care to the website and/or social media. Assist in placement and scheduling of all animals who need foster homes. Assist with obtaining foster supplies and transportation of foster animals, when needed. Proactively check in with foster parents on animals' behavior in home and immediately address any red flags observed. Counsel foster parents, trial adopters, and rescue organizations on animals' behavior histories and recommendations for a seamless adjustment from sheltering environment to a home. Involved in various aspects of public education. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control; employee training and development; supervision; safety practices; agency policies and procedures; interviewing. Skill in equipment operation. Ability to deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; recognize safety warnings; complete routine forms; understand practical field of study; comprehend simple sentences with common vocabulary; establish friendly atmosphere as supervisor of work area; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business or animal care related field with three (3) years of animal care or related experience.

**Additional Requirements**

No special license or certification required. Complete the certification for Fear Free Shelters within six (6) months of hire.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees and team members, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. Work outdoors as needed. Are sometimes exposed to toxic chemicals in cleansers and medications. Are occasionally exposed to hazards such as animal bites, cuts, or scratches.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date