Grundy County
Job Description

Job Title: Animal Control Director
Department: Animal Control
Reports To: County Administrator
FLSA Status: Full-time, 40 hours per week, Exempt
Rate of Pay: $45,000 - $55,000 per year

SUMMARY
Director is responsible for managing the day to day operation of the Animal Control facility in compliance with local ordinance and State Statute, 510 ILCS 5/1 et seq. Director is responsible for ensuring the human treatment of animals while in the care and custody of the Animal Control Facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES including but are not limited to the following:

1. Oversees County Dog licensing system to control and prevent the spread of rabies in the County.

2. Develops the annual operating budget, presents expenditures for approval, recommends capital expenditures, and maintains all department financial records.

3. Prepares monthly bills for payment to be presented to County Board Committee.

4. Takes emergency calls in the absences of other employees, and performs their duties in their absence to insure uninterrupted services to county residents.

5. Follows or causes to be followed all state and local directives regarding adoption, neutering, vaccinating and disposal of animals.

6. Schedules and coordinates with appropriate veterinarian animal euthanizing in accordance with established procedures and maintains appropriate records.

7. Manages the contractual relationship between the county and local municipalities for Animal Control Services.

8. Oversees and enforces Chapter 2, Animal Control, of the Grundy County Code and as required, appropriate sections of the Illinois Compiled Statutes.
9. Oversees and or Investigates all possible rabies exposures, reports of vicious and dangerous animals, and all claims of livestock killed or injured by stray dogs.

10. Responds to questions, concerns, or complaints from animal owners, officers, the public, or organizations; handles irate citizens and difficult situations arising from the enforcement of Animal Control Ordinances and laws. Must be able to communicate with emotional citizens in a calm and professional manner.

11. Testifies in legal proceeding involving violations of local or state animal control laws.

12. Promotes positive morale, creativity and teamwork among staff.

13. Actively participates as a member of the executive team, attends applicable meetings and participates in strategic and annual planning.

14. Demonstrates excellent communication and problem solving skills when interacting with the public.

15. Possess necessary computer skills to operate and maintain department software and custom programs to ensure network accuracy, security, and virus protection.

16. Performs other job-related work and duties as assigned.

SUPERVISORY RESPONSIBILITIES
Directly manages all employees of Animal Control. Responsibilities include interviewing, hiring, training, planning, assigning, directing work, appraising performance, rewarding and disciplining employees.

EDUCATION and/or EXPERIENCE
Associate's degree (A. A.) or equivalent from two-year College or technical school; or one to three year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Illinois Driver's License required.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT
While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustration of the various types of work that may be performed. The qualifications and physical demands are representative of those that must be met for successful job performance. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyc.co.org with “Animal Control Director” in the subject of the email.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.