

## BUREAU DIRECTOR, ANIMAL SERVICES

Job Code	Pay Grade
20099	SM2a

### Nature of Work

This is highly responsible professional, administrative, and supervisory work. Responsibilities include administration, management, and direction of the operation of the Animal Services Department, providing service to citizens and dealing with the media in accordance with established policies, codes and applicable laws. Duties involve establishing and maintaining a liaison and close working relationship with local veterinary associations and animal organizations through active membership, presentations, updates, addresses issues and obtains various viewpoints. Work is performed under general direction of the Assistant County Administrator, but with considerable independent judgment and initiative and is reviewed for the achievement of objectives and compliance with approved policies.

### Minimum Qualification Requirements

- 8 years supervisory and management experience in animal programs, business, or public administration that includes 2 years of full budgetary and supervisory experience; or
- Associate's degree in animal science, business, accounting, or public administration and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, supervises and coordinates all activities and staff in the department including shelter operation and field code enforcement.
- Represents the department through speaking engagements and presentations to veterinary associations, community interest organizations, animal owners and the media.
- Prepares media releases and conducts press conferences in conjunction with the oral wildlife rabies campaign to reduce the incidence of raccoon rabies and to establish containment of outbreak in Pinellas County.
- Serves as Disaster Animal Recovery Director with responsibility to develop the plan and coordinate its execution to care for animals in event of a disaster.
- Establishes policies and procedures for rabies control efforts and in cooperation with the Director of the Pinellas County Health Department.
- Refers citizens bitten by an animal to the health unit for treatment when quarantine observations/laboratory reports indicate the need.
- Determines if a biting animal meets state guidelines for a dangerous dog classification.
- Manages and coordinates the Pet Dealer and Kennel Inspection Program to ensure humane care, health, and sanitation for all dogs and cats offered for sale or boarded in Pinellas County.
- Provides to the Assistant County Administrator for Intergovernmental Coordination legislative initiatives and input on impending legislation's impact on the county.
- Performs related work as assigned or required.

## BUREAU DIRECTOR, ANIMAL SERVICES (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of State and County Animal Care and Control laws, ordinances and regulations.
- Knowledge of management practices and administrative processes.
- Knowledge of fiscal planning, budgeting, fee structures, payroll, purchasing and inventory.
- Knowledge of modern management practices and administrative processes.
- Knowledge of basic computer applications to daily operations.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships and liaison with professional veterinary organizations, animal and civic organizations and other county officials.
- Ability to analyze and resolve administrative and managerial problems.
- Ability to create a positive image to the public and the media relative to animal care and control.
- Ability to plan, organize and coordinate the work of others.
- Ability to effectively communicate both orally and in writing; prepare reports and maintain records.

For official use only

Revised	EEOC Code	Overtime Code
10/11	Officials & Managers	Exempt