



Park County Animal Shelter

5537 Greybull Highway

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parkcountyanimalshelter.org

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The mission of the Park County Animal Shelter is to provide excellent care and find good homes for our animal guests; to promote responsible pet guardianship; to work to end the overpopulation of feral cats as well as all pets; and to run an organized efficient shelter with a no-kill philosophy.

JOB DESCRIPTION

TITLE: SHELTER MANAGER

JOB SUMMARY:

Oversees the operations of the shelter facility and all animal care and adoption programs. Responsible for maintaining the highest level of animal care, enrichment, and medical care, and ensuring appropriate intake, transfer, evaluation, and disposition procedures and tracking. Hires, trains, supervises, evaluates, and manages the performance of shelter personnel to ensure effective and efficient operations of the shelter and related programs. Assists the Board President with administration, budgeting and management with respect to goals and objectives of the organization. Reports directly to the Board President.

ESSENTIAL JOB FUNCTIONS: *(Includes the 27 listed functions below and other duties as may be assigned.)*

Shelter Operations:

1. Directs and assures that animal behavior, animal control, animal intakes, animal sheltering, adoptions and dispositions, and client service programs are operated in a coordinated, cooperative, effective and efficient manner that is consistent with PCAS policies and good sheltering practices.
2. In consultation with the Board of Directors, develops, implements, and modifies procedures as needed to assure efficient shelter operations and fulfillment of PCAS goals.
3. Ensures that records and tracking systems such as log books, receipts and animal databases are maintained in an accurate and effective manner.
4. Present cash and checks for deposit by the Bookkeeper and ensures that bills are paid in a timely manner.

5. Strictly observes all PCAS policies and practices regarding financial controls and the integrity of shelter funds.
6. Supervises the procurement of equipment, materials, and supplies for shelter operations while conforming to the approved budgets.
7. Responsible for maintaining a safe work environment, management of operational staff and volunteer safety programs, and for managing workers' compensation programs.
8. Responsible for maintaining a high level of cleanliness, upkeep and sanitation in all areas of the shelter, including animal care and housing areas, storage and auxiliary areas, public areas, and staff rooms.
9. Reviews, handles, or directs general shelter correspondence in a timely manner and in keeping with customer service goals.
10. Listed on-call for emergency shelter situations, including veterinary emergencies and alarm calls.
11. Regularly compiles and presents reports for Board presentation and attends monthly Board meetings.
12. Maintains a positive public visibility, relations, and interface in a manner befitting a leadership position in the shelter.
13. Acts as a customer service representative when necessary to deal with difficult situations, complaints, special requests, and when needed based on staffing.
14. Participates in new shelter planning and design process and directs the transition from the old building to the new facility.

Animal Care:

15. Oversees the care and treatment of all animals residing at the shelter, working within budget limits to achieve the highest possible levels of humane housing, feeding, behavioral enrichment, exercise, and medical care.
16. Manages operations, staff, and volunteers to improve the quality of life or behavioral adoptability of dogs and cats while at the shelter.
17. Oversees the animal evaluation process (behavioral and medical) and is responsible for adhering to the PCAS's policies and procedures regarding the classification and determination of adoptability of an animal. The Shelter Manager is responsible for the final decision on any animal's adoptability.
18. Coordinates with City of Cody animal control personnel to implement the PCAS-City of Cody contract for animal sheltering services.
19. Responsible for ensuring humane euthanasia practices and policies throughout the shelter.
20. Organizes and conducts PCAS's current spay/neuter program on a semi-annual basis and in consultation with the Board, modifies the program to better address community needs.

Personnel and Volunteers:

21. Supervises the entire operations staff and ensures payroll expenses stay within budgetary guidelines.
22. Primarily responsible for the hiring, training, supervision, evaluation, promotion, and termination of all shelter staff members.

23. Responsible for ensuring compliance with all human resource policies for all operations employees.
24. Responsible for creating, modifying and implementing operations staff training and education programs.
25. Responsible for assuring that proper policies and procedures.
26. Addresses employee and volunteer grievances and complaints.
27. Works with volunteers to effectively utilize and manage PCAS volunteers in all aspects of animal care and enrichment, adoption programs, and customer service.

QUALIFICATIONS: *(To perform this job successfully, an individual must be able to satisfactorily perform each essential duty and task listed above. The qualifications listed below are representative of the knowledge, skill, and/or ability required. PCAS recognizes that Shelter Manager candidates may not possess all the qualifications listed below and therefore may fill the position with an individual with the greatest potential. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)*

- Commitment to the mission, policies, and goals of PCAS.
- Extensive hands-on experience in the animal care field, including a basic knowledge of veterinary processes, and canine and feline behavior and training.
- Proven ability to assess organizational needs and address those needs by developing or modifying programs within budgetary constraints.
- Demonstrated experience managing a team toward achievement of goals.
- Excellent written and verbal communication skills.
- Checks Required: Background check, credit check, motor vehicle check, reference checks, and drug testing.
- Driver's license.

JOB DEMANDS:

- Working alone or with minimal supervision, must be self-motivated.
- Management-level job experience.
- Working under pressure with a public audience.
- Patience and tact when working with difficult, emotional, or angry people.
- The ability to create detailed, accurate written materials.
- Alertness and great attention to detail with animal handling and human relations.
- Speaking and writing effectively and clearly in a professional manner individually and to groups.
- Computer proficiency and word processing, spreadsheets, email, and shelter database software.
- Ability to assess operational needs and assign and supervise staff to meet those needs.
- Handling people and animals in a pleasant, courteous and professional manner.

COMPENSATION:

This is a salaried position and there may be weeks where the job requires more than 40 hours. The Shelter Manager is expected to use his or her personal vehicle for shelter errands and local animal transport. (Currently, PCAS does not own any vehicles.) PCAS provides a transportation stipend for the use of personal vehicles. PCAS does not provide any employee benefits except paid vacation. PCAS is presently offering a minimum annual salary of \$34,000 and a higher starting salary is possible depending on qualifications.