



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Animal Care Manager	Opening Date: October 1, 2020	Application Deadline: Open Until Filled	Job Posting #: 20140
Department: Animal Services	Starting Salary: \$20.19-\$21.25 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the supervision of the Animal Services Director, this position organizes, coordinates, and supervises the work of BCAS Animal Care Technicians, Wellness Clinic, Clinic Staff, and volunteers. They also work closely with the staff veterinarian on matters pertaining to medically pertinent protocols for shelter animals and in the management of the Wellness Clinic. This position is responsible for managing the shelter's animal inventory and related medical care needs, admissions protocols, supervises the DEA required controlled substance usage and logs including euthanasia are properly recorded. Also tracks and ensures medical treatments such as routine vaccinations and other treatments are being provided to shelter animals per established protocols. Works with staff veterinarian to establish and update medical protocols as needed. Provides staff training as it pertains to disease prevention, epidemiology and veterinary care. Tracks and monitors veterinary medical supplies including but not limited to Wellness Clinic product stock, vaccines, microchips, general surgical supply inventory, etc., and oversees ordering thereof. Works with the Director to establish policies and procedures, and helps develop plans for events and projects to attract the community and highlight facility programs and services. Also assists with needs of BCAS in the event of a natural or man-made disaster.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of animal health and well-being, proper care of wild and domestic animals; Basic methods of animal capture, restraint, and impoundment; Be familiar with veterinary wellness, surgery and basic general veterinary care. The ability to Supervise, train, motivate, and mediate employees; Conduct business with the public in a professional, courteous manner;

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply. A Bastrop County Job Application is required, and can be downloaded at: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends.

All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Animal Care Manager

Department: Animal Services

FSLA Status: Exempt

Reports To: BCAS Director

SUMMARY: Under the supervision of the Animal Services Director, this position organizes, coordinates, and supervises the work of BCAS Animal Care Technicians, Wellness Clinic, Clinic Staff, and volunteers. They also work closely with the staff veterinarian on matters pertaining to medically pertinent protocols for shelter animals and in the management of the Wellness Clinic. This position is responsible for managing the shelter's animal inventory and related medical care needs, admissions protocols, supervises the DEA required controlled substance usage and logs including euthanasia are properly recorded. Also tracks and ensures medical treatments such as routine vaccinations and other treatments are being provided to shelter animals per established protocols. Works with staff veterinarian to establish and update medical protocols as needed. Provides staff training as it pertains to disease prevention, epidemiology and veterinary care. Tracks and monitors veterinary medical supplies including but not limited to Wellness Clinic product stock, vaccines, microchips, general surgical supply inventory, etc., and oversees ordering thereof. Works with the Director to establish policies and procedures, and helps develop plans for events and projects to attract the community and highlight facility programs and services. Also assists with needs of BCAS in the event of a natural or man-made disaster.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Animal Services Director;

Supervises BCAS Animal Care Technicians and Wellness Clinic staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Works with the Shelter Director on the hiring, supervision, discipline, promotion, and termination of all BCAS Animal Care and Wellness Clinic staff. Provides regular, on-going evaluations and feedback and assists with annual performance evaluations;
2. Organizes, plans, and distributes job tasks in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment, and facilities used in the BCAS program. Develops and monitors staff and volunteer schedules, responds to employee inquiries and grievances. Monitors staff training needs and requirements, and maintains training records;
3. Conducts and participates in meetings with staff and volunteers to review procedures, discuss workplace issues and share ideas to improve animal care;

4. Makes daily inspections of Shelter records and facilities to ensure work is accomplished, animals are cared for, and facility is sanitary. Monitors the general health of shelter animals and insures proper medical care. Assures all animals' nutrition and housing needs are being met. Conducts feline animal inventory daily to ensure that each animal is in its correct location and readily identifiable;
5. Employee is able to be available to work weekends and holidays if needed. May be required to come in overnight, on weekends and holidays. Must respond to Emergency Call Out for Disaster Response.
6. Serves temporarily as an interim Department Head, making all veterinary related operating decisions in consult with veterinarian in the absence of the BCAS Director;
7. Promptly reports all accidents, injuries, theft, loss and broken/damaged equipment to Director. Reports all unsafe practices or conditions observed to Director;
8. Grows, strengthens, and maintains cooperative relationships with animal welfare organizations, rescues, and other community agencies and organizations including private partnership with Save An Angel to provide services to publicly owned animals;
9. Attends various meetings and seeks continuing education opportunities to ensure BCAS is meeting or exceeds current industry standards in the animal welfare industry. Strives to remain current on animal care and sheltering issues and laws;
10. Supervises incoming animals for medical needs, and ensures the public receives accurate information and friendly service. Responds to complaints about employees, volunteers, and facility procedures. Assists staff in dealing with difficult situations and/or clients;
11. Oversees all inventories and ordering of animal veterinary care supplies; ensures that appropriate quantities of supplies are on hand. Regularly inspects feline intake area, cat isolation, wellness clinic and cattery for needed repairs and maintenance; and alerts the shelter manager and/or director as needed;
12. Maintains numerous hard copy files, as well as records, and statistics that include but are not limited to: animal population, adoption, euthanasia, spays and neuter, incident, and personnel data. Oversees the collection of fees for wellness clinic clients and performs task of completing the deposit and monthly sales tax report;
13. Develops and implements strategies to recruit volunteers; interviews and screens potential volunteers; organizes and ensures the orientation and training of volunteers, making sure that all aspects of the training are in accordance with BCAS policies, mission and philosophy. Maintains volunteer personnel records including hours donated, duties, reports of incidents and injuries. Matches volunteers to appropriate jobs seeking to fulfill the needs of BCAS as well as the individual;
14. Performs the duties of other BCAS staff as needed; works collaboratively with staff to maintain Shelter standards and achieve goals. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
15. Maintains confidentiality and security of all case work and any additional information provided;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Advanced principles and practices of supervisory responsibilities and techniques;
Bastrop County Personnel policies and procedures and State/Federal wage and hour regulations;
Animal health and well-being, proper care of wild and domestic animals;
Various animal breeds and species;
Basic methods of animal capture, restraint, and impoundment;
Pertinent local, state, and federal laws and regulations related to the care and control of animals;
DEA regulations, reporting and controlled substance usage requirements;
Be familiar with veterinary wellness, surgery and basic general veterinary care;
Basic methods and procedures of kennel cleaning and maintenance.

Ability to:

Supervise, train, motivate, and mediate employees;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Handle animals safely and effectively, and to recognize signs of animal illness or abuse;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Perform various manual tasks for extended periods of time and in unfavorable weather conditions;
Work a schedule which may include nights, weekends and holidays;
Perform general cleaning tasks using a variety of chemical and detergent products;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow & promote good safety practices;
Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing;
Maintain the confidentiality of departmental operations at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve: Working with various kinds of animals, Exposure to loud noise, Exposure to various weather Conditions, working closely with others, working outside normal business hours and in hours of darkness; Exposure to dust, dirt, fumes, animal waste, grasses, weeds, and other vegetation, and exposure to airborne particles;

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include;

Walking, sitting, stooping or standing for long periods of time, Lifting and carrying animals and heavy materials in excess of 100 pounds; climbing, crawling, squatting, kneeling, and running; performing heavy manual labor and working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of two (2) years of supervisory experience;

Minimum of five (5) years working experience in a veterinary office, shelter or other facility in a veterinary medicine related capacity;

Experience in handling, identifying, restraining, and caring for animals;

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.

