

**Position – Director of Animal Control  
Harrison County Commission**

The Office of the Harrison County Commission is accepting applications for a full-time position, includes benefits, at the Animal Control Facility. Individuals will be responsible to assist in cleaning and upkeep of facility, respond to calls related to pick up or retrieval of stray and injured animals, assist in investigations related to animal care and treatment, assist in euthanasia of animals and other duties as assigned. Individuals may obtain an application from the website for the Harrison County Commission ([www.harrisoncountywv.com](http://www.harrisoncountywv.com)).

Applications are due on or before the close of business on Tuesday, June 8, 2023. Applications may be returned via email to Laura Pysz, County Administrator [countyadministrator@harrisoncountywv.gov](mailto:countyadministrator@harrisoncountywv.gov) or mailed to the following address:

Office of the Harrison County Commission  
Laura Pysz, County Administrator  
301 West Main Street – 3<sup>rd</sup> Floor  
Clarksburg, West Virginia 26301

Employment with Harrison County is available to all qualified applicants without regard to race, creed, color, religion, political belief, family status, veteran's status, sexual orientation, national origin, sex, age or disability. Harrison County has established a drug free and tobacco free work environment.

## **POSITION DESCRIPTION**

**TITLE:** Animal Control Director

### **Job Summary:**

The Harrison County Animal Control Director is responsible for all animal control operations for the County. This position directs, coordinates and administers all activities of the Animal Control Shelter, and directly supervises and manages the duties of all Animal Control employees in accordance with the organization's policies and applicable laws. The Animal Control Director reports directly to the County Administrator, and ultimately to the Harrison County Commission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The list of essential functions is intended to be representative of the tasks performed. The omission of an essential function does not preclude management from assigning duties not listed here if such functions are a logical assignment to the position. Duties include but are not limited to:

- Provide compassionate care to all animals in the custody of the Animal Control Shelter
- Assist in the hiring of Animal Control personnel; train employees and volunteers to improve work performance; assign tasks and projects to employees; direct and monitor field work; evaluate employee work performance; address employee complaints and resolve problems; review and approve time cards
- Assist customers (phone or in person)
- Intake and transfer of animals from County employees, City Wardens, individuals. Some animals may be feral, fearful or aggressive. Describe animals for ID cards and tag animals as required (breed, color, age, condition, etc.)
- Utilize best safety practices when handling/transporting animals as some will be feral, fearful or aggressive
- Assist customers with adoptions.
- Investigate alleged animal abuse and violations of laws and ordinances related to animal care; respond to reports of injured, stray, sick or vicious animals; collect information on incidents by interviewing owners, victims, witnesses and complainants; take possession of animals that show signs of neglect, inhumane treatment, disease or malnutrition; apprehend dangerous or fractious animals; transport animals to shelter or veterinarian
- Prepare daily activity log and create and maintain accurate records of all incoming and outgoing animals (adoptions, reclaims, placement with rescue groups, euthanasia, death, etc.) and all administrative or operational duties performed (fees collected, citations given, investigations conducted, etc.)
- Maintain receipt books and send daily logs to County Administrator

- Prepares reports for the US Department of Justice, the Drug Enforcement Administration, and the Board of Veterinary Medicine.
- Receive complaints and dispatch personnel to complaint sites
- Responds to questions and complaints from Harrison County residents regarding Animal Control Laws and Ordinances.
- Coordinate with local law enforcement to ensure all laws pertaining to prevention of cruelty to animals are enforced
- Seeks out and participates in meetings, seminars, classes and other training sessions/material that pertain to new and existing State and Federal animal control/abuse laws, local regulations, and West Virginia state codes and legislation.
- Develop departmental budget and approve all expenditures. Monitor and review all invoices, all animal records, employee attendance records, dog registration tags, etc.
- At least two (2) times a week, provide information/available animal lists to news media and the public.
- Communicate with local and State Health Departments regarding suspected rabies cases or other health related issues
- Set procedures for the intake of animals that include health checks, vaccinations, spay and neuter, pest control, etc.
- Explore and obtain collaboration with local businesses and organizations that will benefit the Animal Control Shelter and the County
- Regularly inspect interior and exterior of Shelter for damage, decay, infestations, etc. Perform (or coordinate with Harrison County Director of Maintenance) all routine maintenance (such as lawn care, fixture repairs)
- Daily - Includes all customer assistance and animal intake duties previously listed. This position will also perform other tasks assigned to all Animal Control personnel such as cleaning and disinfecting all animal cages and holding areas; feeding/watering/medicating all animals during the day and before closing; monitoring animal appearance, activity and eating habits; exercising/walking eligible animals and providing animal enrichment; patrolling shelter grounds and removing trash and stool material; cleaning and maintaining tools and equipment used to complete job assignments; receiving, verifying and stocking deliveries; washing all outside runs; changing trash bags and trash removal; cleaning all surfaces (including all non-animal areas such as bathroom and kitchen); mopping entire building; washing and sterilizing all animal dishes, bowls and toys; washing and drying all towels, blankets, other items.
- Weekly/As necessary - perform all tasks assigned to Animal Control personnel such as removing snow from all walkways and outdoor animal runs/paths; re-capturing loose animals; washing and vacuum sealing all windows; cleaning out refrigerator; cleaning all rugs; lawn care; sterilizing outdoor runs including scrubbing top wires; unloading animals from Warden using leash and pole; performing minor maintenance on catch poles, traps, cages, kennels, and control service vehicles.
- Humanely euthanize animals as necessary. Confirm list of animals to be euthanized. Always double check the list with all available animal information to ensure no mistakes. Follow all set procedures to dispose of remains. **Must possess a current Euthanasia Certification from the State of West Virginia. Must possess a Chemical immobilization certificate from a reputable governmental, educational or pharmaceutical organization. These certifications must be kept active at all times. Must pursue and maintain all required continuing education credits on an annual basis.**
- Testify in legal proceedings as necessary
- May be required to respond to after-hour emergencies

- Perform Public Relations for the Animal Control Shelter. Participate in special events. Seek community partners to assist with public education and complaint resolution.
- Attend County Commission meetings as necessary

## **QUALIFICATION, EDUCATION AND EXPERIENCE**

Graduation from high school or GED certification with three to five (3-5) years of related experience working with animals and the general public; or any such combination of education, experience, and training. Professional demeanor and good communication skills (verbal and written).

## **KNOWLEDGE, SKILLS AND ABILITY**

The tasks listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Knowledge of animal control laws and regulations
- Skill in handling difficult animal cases
- Ability to communicate orally and in writing with a variety of individuals and groups, including public presentations and speeches.
- Must be able to work independently as well as part of a team.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply and divide various units of measure
- Knowledge of personnel policies, supervision techniques, budget development and administration principles
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Position is considered 'On Call' and employees must be available to respond to emergency situations at all times
- Willing to receive and maintain a current rabies vaccine
- 21 years of age or older
- Possess a valid driver's license and maintain a satisfactory driving record
- Must be available for occasional weekend or Holiday work

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

This is physical work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects. Work may require climbing, stooping, kneeling, crouching, reaching, standing, and walking; visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and observing general surroundings and animal activities. Some work may be performed near moving mechanical parts. This position is subject to inside and outside environmental conditions. In addition, this position is regularly exposed to fumes and airborne particles and may occasionally be exposed to toxic or caustic chemicals.

Use caution at all times when entering or departing the main Shelter building or any of the other on-site facilities (including animal runs) to be sure animals are secure and have not escaped.

The noise level in this work environment will be loud.

All investigations, seizures, reports and destruction of animals will be performed in accordance with WV State Code 7-10; 61-8-19a; 19-20-25; and any other code section deemed appropriate.

Updated 4-5-2023