

MEDINA COUNTY COMMISSIONERS

Job Description
Dog Warden
Animal Shelter



SUMMARY

The Dog Warden works under the direction of the County Administrator. Develops policies and procedures for operation of facility and staff. Enforces statutes for regulation of licensing, ownership, and animal control. Warns owners and issues citations for animal violations pursuant to the Ohio Revised Code. Directs and supervises all county animal shelter employees.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Directs and supervises operational activities of county animal shelter. Schedules staff, including prepares time sheets, monitors employee absences. Interviews, hires, disciplines and evaluates employee work performance. Prepares operational and staffing budgets. Maintains detailed information on upkeep of animals housed on daily basis; type of feed, amount, care of cages, routine sorting of animals to be destroyed and disposed. Collects and prepares lab samples for suspected rabid animals. Reports on number of dogs/cats housed or destroyed and licenses sold. Keeps detailed shelter operational to maintain budget requirements. Orders supplies and equipment. **Time Spent: 40%**
- II. Enforces statutes for regulation of licensing, ownership and animal control; warns owners and issues citations for animal violations pursuant to the Ohio Revised Code. Responsible for sale of animals; licenses and charging of pound fees. Maintains daily logs, takes phone calls and greets public. Maintains good public relations. Advises public regarding reclaim, relinquishing and adoption of animals. Destroys and disposes of animals when necessary. Conducts investigations of dog bite cases in conjunction with health department and monitors home quarantine for bite animals. Responds to animal complaint calls, seizes and impounds stray animals as required. Investigates and takes appropriate action to protect inhuman treatment of animals. Issues license warnings. Dispatches all calls. Attends meetings with local Humane Associations. Provides information on overpopulation of animals and what assistance is available to pet owners. Coordinates animal control activities and/or policies with various county and local agencies. Maintains clean vehicles. Attends Commissioner meetings. **Time Spent: 55%**
- III. Performs other duties as assigned. **Time Spent: 5%**

Class Title / Position Number of Position(s) Supervised:

Deputy Dog Warden/ 09211

Kennel Worker/09210

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

Class #: 09215 Class Title: Dog Warden Position Control #:10153.0 Unit: Animal Shelter Normal Working Hrs: Fr 8:00am to 4:30pm
County of Employment: Medina Working Title: Dog Warden Pos # & Title of Supervisor: County Administrator PCN 10161.0

| | KNOWLEDGE ^ SKILLS ^ ABILITIES | PRINCIPLE DUTIES |
|------------|--|---|
| Knowledge: | <ul style="list-style-type: none"> (1) Safety practices pertaining to kennel care. (2) Ohio statutes pertaining to regulation of animal licensing, ownership and control. (3) Departmental rules, regulations and procedures. (4) Budgeting process. (5) Human resource standards & requirements. (6) Impounding and transporting methods. (7) Minor first aid and emergency treatment for animals. (8) Lab collection and preparation. (9) Euthanasia of animals. (10) Management principles. | <p>Answers complaints, takes appropriate action.</p> <p>Maintains up to date data on all animal shelter transactions.</p> <p>Maintains a professional and courteous atmosphere with both the public and employees.</p> <p>Maintains detailed record of all costs in operating shelter.</p> <p>Transports sick, injured and dead animals.</p> <p>Enforces statutes with regards to licensing and ownership of animals.</p> <p>Destroys and disposes of animals.</p> <p>Delegates duties and assignments.</p> <p>Tests animals suspected of rabies.</p> |
| Skills: | <ul style="list-style-type: none"> (11) Maintain accurate records. (12) Communicates effectively. (13) Represents shelter to community. (14) Follow established procedures. (15) Diffuses difficult customer interactions. (16) Recruiting and interviewing. | <p>Multi tasks within all areas of shelter.</p> <p>Interacts with employees and public.</p> <p>Issues warnings, seizes and impounds animals.</p> <p>Investigates complaints.</p> <p>Cares for healthy and diseased animals.</p> <p>Releases animals to owners according to established procedures.</p> <p>Resolves issues with the general public.</p> |
| Ability: | <ul style="list-style-type: none"> (17) Deals tactfully and courteously with public. (18) Maintains accurate records. (19) Organize tasks and determine priorities. (20) Effectively supervise, train, evaluate and motivate staff. (21) Care for sick and healthy animals. (22) Recruit, interview, hire and train competent staff. | <p>Works with various groups of people in a tactful and effective manner.</p> <p>Applies operating policies, rules and procedures.</p> <p>Coordinates animal control activities and policies.</p> <p>Maintains accurate records with regards to both animal shelter operations and employees.</p> <p>Evaluates performance, hires competent staff, disciplines as necessary, trains and schedules staff.</p> |

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

- 1) High school graduate or equivalent
- 2) Six months related experience and/or training in the care of healthy and diseased animals
- 3) Valid Ohio Driver's License and clean driving record
- 4) Euthanasia certification preferred

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

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

- Ability to effectively present information and respond to questions from the public.
- Frequently required to talk or hear, stand, walk, use stairs, sit; use of hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must occasionally lift and/or move up to 50 pounds.
- Exposed to equipment generating heat and cold.
- Ability to travel throughout the county.
- Work outdoors in all types of weather.
- Work in all types of terrain/buildings.

MAJOR WORKER CHARACTERISTICS

- Ability to communicate with the public in a professional and courteous manner
- Knowledge of basic computer software
- Ability to care for both sick and healthy animals
- Ability to effectively direct and supervise department employees