



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH SAGINAW COUNTY

Position: Animal Care and Control Director
Department: Animal Care and Control
Status: Full-Time
Classification/Salary: Starting at \$79,038.78
Date Posted: November 13, 2023

GENERAL STATEMENT OF DUTIES

Performs difficult administrative work directing the staff and operations of Saginaw County Animal Care and Control. Plans, organizes and administers short and long term plans, oversees the care provided to animals in county possession, provides behavioral and medical rehabilitation, completes, maintains and delivers required reports.

- Develops and implements policies and procedures to reduce intakes, increase adoptions, improve animal care, increase sterilization, and help pets stay with their owners; provides behavioral and medical rehabilitation; ensures the fair and humane treatment of animals, including but not limited to temperament testing and euthanasia.
- Supervises department staff; conducts interviews and hires perspective employees, trains employees on policies and procedures, reviews and evaluates completed work; performs disciplinary action as needed; reviews department operations and ensures compliance with laws and regulations.
- Oversees the record keeping functions for the department; maintains and updates intake, animal care, medications, adoptions, and spay / neuter documentation.
- Collaborates with other animal welfare organizations, non-profit organizations, businesses and community groups to develop and implement programs and services, including volunteering.
- Leads and develops community education programs; directs, supervises, and preforms community outreach; serves as liaison between the County and interested groups.
- Prepares, submits for approval, and monitors a department budget; reviews and approves expenditures; ensures operations are in compliance with the budget; reviews operational efficiency and makes changes as needed; assists with the sale, collection, and recording or dog licenses; prepares and delivers financial reports; prepares purchase orders; conducts inventory management and orders supplies as needed.
- Develops and implements building funding opportunities and programs, forms relationships with donors.
- Assists with the development and management of the department website and social media; oversees marketing endeavors.
- Administers and supports Animal Control Advisory Board and attends departmental meetings, Board of Commissioner Committees and Board sessions, as necessary.

MINIMUM OR SPECIAL QUALIFICATIONS

Education: Bachelor's degree in animal sciences, business, communications, public relations, public health or related field.

Experience: 3-5 years in a supervisory position coordinating and administering animal control programs.

Equivalent combination of education and experience may be used to meet the minimum qualifications of the position.

APPLICATION PROCEDURE

Qualified individuals must complete a County application and return it by:

- 1) Selecting "Apply Online" at [Saginaw County Job Postings](#);
- 2) Completing a "Printable Application" and returning by:

- Mail: Personnel Division of the Controller's Office, Saginaw County Governmental Center, 111 South Michigan, Saginaw, Michigan, 48602; or
- Fax: 989-790-5566.

Deadline to apply: Applications are being accepted until there are sufficient number of qualified applicants or a qualified candidates has been identified. The position could close at any time.

Saginaw County provides a comprehensive benefit package to its eligible employees. Health/Dental/Vision; Defined Contribution (401a) qualified retirement plan; with employer contribution; Short-Term Disability Insurance; Health Care Savings Plan to cover expenses in retirement, with employer contribution; County paid life insurance; 14 Paid Holidays per year, PTO accrual on a bi-weekly basis; and competitive wages.

EQUAL OPPORTUNITY EMPLOYER