



BOARD OF SUPERVISORS  
 First District – William L. Hodges  
 Second District – Benjamin J. Edwards III  
 Third District – Justin Callett  
 Fourth District – Lindsay May Roberson  
 Fifth District – Mary Sue Bancroft



# King William County Regional Animal Shelter Director

<b>SALARY</b>	\$73,016.00 - \$116,826.00 Annually	<b>LOCATION</b>	King William, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202400121
<b>DEPARTMENT</b>	Regional Animal Shelter	<b>DIVISION</b>	RAS Administration
<b>OPENING DATE</b>	08/05/2024		

## General Description

Under the supervision of the County Administrator, performs administrative and supervisory duties to maintain the efficient operation of the King William/King & Queen Regional Animal Shelter. This leadership position is responsible for ensuring policies and procedures for public safety, safe and humane animal treatment, and community education are implemented; as well as guaranteeing the Animal Shelter is compliant with local, state, and federal laws, ordinances, and regulations.

## Essential Functions

- Operates Animal Shelter in accordance with all laws, ordinances, and established procedures; Ensures safe and sanitary conditions in the Animal Shelter
- Follows the terms of agreement with King and Queen; Upholds the County’s Personnel Policies and Procedures
- Prepares and administers the Animal Shelter’s budget; Authorizes and manages expenses to remain within the budget and abides by County’s Procurement Policy
- Oversees the recruitment, training, and evaluation of employees; Identifies and resolves staff deficiencies
- Serves as an Ex-Officio Director of the Board of the Friends of King William Animal Shelter
- Coordinates with veterinarians regarding animal health care and issues; directs the scheduling of spay/neuter surgeries and required vaccinations
- Supervises and performs humane euthanasians in accordance with approved methods and directives of the Virginia Department of Agriculture
- Regulates the access to and usage of all controlled substances utilized at the Shelter and keeps accurate records to fulfill regulations; Inventories controlled substances and other available resources
- Plans, and directs educational programs, such as responsible pet ownership, adoption preparatory procedures, etc.
- Establishes positive working relationships with local community groups, organizations, and other agencies
- Responds to public inquiries regarding a variety of animal services; promptly resolves citizen concerns and complaints effectively
- Establishes and implements the Animal Shelter’s goals, objectives, and priorities; Fosters and supports a positive and productive work environment
- Consults with the County Administrator on the development and implementation of operational policies and procedures
- Assigns and instructs employees on work activities and responsibilities; Evaluates work plans to ensure expectations of effectiveness, productivity and quality are met
- Performs related shelter duties as required

## SECONDARY FUNCTIONS:

- Performs general administrative and personnel work as required, including responding to department social media sites and emails, preparing reports, verifying employee time sheets, entering and retrieving computer data, answering the telephone, etc.
- Attends weekly Administrative Executive Committee meetings; Attends Board of Supervisors meetings in representation of the Animal Shelter as required
- Participates in community events to promote the Animal Shelter's fundraising and volunteering opportunities

## Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws, statutes, and ordinances relating to the control, protection, licensing, impounding, and disposal of animals
- Expert knowledge of animal care principles and practices
- Intermediate knowledge of office and shelter software systems,
- Knowledge of budgeting and financial management
- Strong oral and written communication skills; Ability to communicate effectively with internal and external colleagues, staff, partners, volunteers, and the public
- Strong leadership and interpersonal skills; Ability to motivate people and build morale
- Ability to produce desired work outcomes, including quality, quantity, and timeliness
- Ability to exercise good judgement in evaluating situations by using strong decision-making and problem-solving skills
- Ability to recognize behavioral signs in animals that indicate fear, aggressiveness, etc. while demonstrating a commitment to the welfare of animals
- Ability to build professional relationships with employees and peers by demonstrating compassion, open-mindedness, and respect
- Ability to adapt to changing priorities and requirements quickly with a positive attitude,
- Ability to successfully manage staff and volunteers and multi-task in a fast-paced environment
- Ability to work nights, weekends, and holidays as needed

## Education, Training, and Experience

- Requires a high school diploma or GED equivalent or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities; Bachelor's degree in animal science, public administration, business management, or other closely related field, preferred
- Five (5) years of experience in animal shelter operations and management or a related field
- Three (3) years supervisory and leadership experience
- Possess Euthanasia Technician Certification, or the ability to obtain certification within six (6) months
- Valid Driver's license

## WORK ENVIRONMENT/ PHYSICAL REQUIREMENTS:

Work is performed at the Animal Shelter with contact to animals and exposure to high noise levels, allergens, animal waste, cleaning chemicals, and zoonotic diseases. Must be able to perform moderate physical demands, such as lifting objects up to 60 pounds, and maintain a level of physical fitness to meet Department standards.

## EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

This position is considered to be essential to operations during inclement weather or emergencies and is required to report to work as normally scheduled.

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work

assignment and all policies and procedures for duty assignments apply.

**\*\*Potential candidates will be required to complete drug testing, driving and background checks.\*\***

*The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.*

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**Agency**

King William County

**Address**

180 Horse Landing Rd.

King William, Virginia, 23086

**Phone**

(804) 769-4968

**Website**

<https://www.kwc.gov/>