

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2016-161**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description revisions including name change within the Animal Care and Control Department:

1. Animal Control Director to Animal Care and Control Director.

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 25 October 2016.

  
\_\_\_\_\_  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
\_\_\_\_\_  
Debbie Donnelly  
Hardin County Clerk

*Exempt*

## **Hardin County Fiscal Court Job Description**

**Animal Care & Control Director**  
*October 25, 2016*

**Animal Care & Control  
Pay Grade 16**

### **Job Summary**

The purpose of the position of the Animal Care and Control Director is to execute the functions and duties prescribed by Hardin County Fiscal Court in accordance with Kentucky Revised Statutes, Chapter 258, concerning dog and livestock protection. The Animal Care and Control Director will perform duties involved in the control, custody, and humane destruction of animals identified as being stray, vicious or diseased. This position supervises in the administration of the county's animal licensing procedures. The person holding this position must meet all qualifications to serve as Peace Officer as required by KRS 61.300. The Dog Warden must be available for duty at all hours.

### **Major Essential Duties**

- Assist Fiscal Court in drafting regulations to be adopted and enforced relative to Animal Care and Control standards
- Apprehend, impound and/or destroy in a reasonable and humane way any dog which does not bear a license tag or other legible identification that is found running at large or is vicious or diseased and may be endangering the lives and/or property of county residents
- Enforce the Animal Care and Control ordinances, statutes, and regulations of the state, county and cities inside Hardin County
- Issue citations for District Court and serve warrants related to cases involving animals, if necessary
- Attend court proceedings and testify as needed in cases related to enforcement of Animal Care and Control laws and/or the performance of official duties
- Quarantine rabies suspects for 10 days at the Animal Shelter
- Prepare rabies suspects for testing by a qualified Health Department employee
- Euthanize both dogs and cats as needed
- Supervise work to keep Animal Shelter in a sanitary and safe condition by cleaning the facility on a daily basis.
- Feed and care for animals being held at the Animal Care and Control
- Develop and maintain sound financial practices
- Formulate and implement standard operating procedures for the department

### **Minor Essential Duties**

- Issue and collect fees for dog and kennel licenses and furnish appropriate tags
- Maintain official records and documents related to the issuance of licenses and fees collected
- Permit adoptions of animals and collect adoption fees
- Perform related work as required

### **Supervisory Responsibility**

- Supervise office and shelter employees within the Animal Care and Control Shelter which may include the following:
  - Assist with hiring, training, development and work assignment
  - Evaluate job performance
  - Provide complaint and problem resolution
  - Enforce policies and procedures

### **Relationships**

The Animal Care and Control Director performs duties within the Animal Care and Control Shelter under the supervision of the Judge/Executive

### **Qualifications**

#### ***Education and/or Experience***

- A graduate of an accredited high school or equivalent
- Working knowledge of county government operations is preferred
- Prefer a minimum of five years of supervisory experience at an animal shelter which houses 3500+animals annually, and a minimum of two year's experience at a department level position
- Knowledge of and familiarity with tranquilizer techniques used in the field for animal capture
- Advanced knowledge of animal behavior as evidenced by at least 40 hours of classroom attendance on the subject or willingness and ability to obtain it within 1 year
- Knowledge of animal related Kentucky Revised Statutes
- Working knowledge of "Adopt-A-Friend" shelter software
- Experience in gathering evidence and courtroom procedures as related to Kentucky animal laws
- Experience in educational classes (dog bite prevention, animal care, etc.) for K-3rd grade and for law enforcement personnel
- Experience in off-site animal adoption as a special event
- Experience with dog licensing programs
- Experience with adoption programs
- Experience with rabies vaccination clinics
- Experience with spay/neuter programs and surgeries

### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government organizations
- Ability to display strong oral, written, and listening skills
- Ability to write speeches, articles, and publications when necessary

#### ***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra as needed and statistics as needed

#### ***Reasoning Ability***

- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions which serve the best interest of the County and impact the areas over which authority is exerted

#### ***Certificates, Licenses, Registrations***

- Meets all qualifications to serve as a Peace Officer as required by KRS 61.300
- Current Commonwealth of Kentucky driver's license
- Certification in use or care of firearms or a willingness and ability to acquire such certification including the use of a pistol and 12-gauge shotgun on an annual basis with the Hardin County Sheriff Office Firearm Instructor
- Possess a Controlled Substance Registration Certificate 2n and 3n or willingness and ability to obtain within 1 year
- Possess a National Animal Control Association Training Academy Level 1 and Level 2 certification or willingness and ability to obtain within 1 year
- Possess a Euthanasia Technician License
- Possess a FEMA National Incident Management Certificate or willingness and ability to obtain within 1 year
- Possess a FEMA Incident Command System for Federal Disaster Workers Certificate or willingness and ability to obtain it within 1 year

#### ***Other Knowledge and/or Skills***

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Ability to operate vehicles and weapons used in the performance of job duties
- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to perform aspects of the job which routinely include pursuing animals in all environments
- Ability to routinely lift heavy objects (up to 100 pounds)

### **Physical Demands**

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

#### Regularly (over 2/3 of regular work day)

Stand, walk or run  
Talk or hear  
Lift and/or move up to 100 pounds  
Operate a vehicle or heavy equipment

#### Occasionally (under 1/3 of regular work day)

Sit  
Reach with hands and arms  
Use hands to type, handle papers, tools, etc.

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations by facing vicious and/or diseased animals or hostile animal owners. Work environment includes all weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually low to moderate.

### **Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
  
- Must adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be 21 years or older
- Must be a citizen of the United States

Date Approved: \_\_\_\_\_



Harry L. Berry  
Hardin County Judge/Executive