HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2020-190

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

1. Animal Control Director
2. Animal Control Officer
3. Kennel Tech
4. Operations Coordinator
5. Receptionist
6. Shelter Veterinarian

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 22 December 2020.

Harry L. Berry
Hardin County Judge/Executive

ATTEST:

Debbie Donnelly
Hardin County Clerk

Hardin County Government
Job Description

Non- Hazardous

Animal Care and Control Director **Pay Grade 18**

STATUS	
Date: December 22, 2020	**Department:** Animal Care & Control
FLSA Status: Exempt	**Reporting Authority:** Deputy Judge/Executive-County Operations Officer
Supervisory Responsibility: Operations Coordinator, Animal Control Officer, Shelter Veterinarian	

Job Summary
The purpose of this position 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. This position will perform duties involved in the control, custody, and humane destruction of animals identified as being stray, vicious or diseased. This position supervises the administration of the County's animal licensing procedures. The person holding this position must meet all qualifications to serve as a Peace Officer as required by KRS 61.300. The person in this position 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 warrant related to cases involving animal, if necessary
- Attend court proceedings and testify as needed in cases related to enforcement of Animal Control laws and/or the performance of official duties
- Quarantine 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 Shelter
- 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

Qualifications

Education and/or Experience

- A graduate of an accredited high school or equivalent
- 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 years' 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
- Knowledge of and familiarity with animal shelter software's, such as; Shelter Buddy Software "Shelter Buddy"
- 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

- Must possess and maintain a valid Kentucky Driver's License
- Meet all qualifications to serve as a Peace Officer as required by KRS 61.300
- Current Commonwealth of Kentucky driver's license
- Certification in use and 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's 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 in 1 year

Other Knowledge and/or Skills

- Exercise mature judgement, 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 represents 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)	Occasionally (under 1/3)
Sit	Stand or walk
Talk or hear	Reach with hands and arms
Lift and/or move up to 125 pounds	Drive a vehicle
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 in preceding paragraphs 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 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

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 22, 2020
Status Box Change:

Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Non- Hazardous

Animal Control Officer **Pay Grade 5**

STATUS	
Date: December 22, 2020	**Department:** Animal Care & Control
FLSA Status: Non-Exempt	**Reporting Authority:** Animal Care & Control Director
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform duties involving the control, custody, and humane destruction of animals identified as being stray, vicious or diseased. This position assists in the administration of the County's animal licensing procedures. The person holding this position must meet all qualifications to serve as Peace Officer in the enforcement of animal related laws as required by KRS 61.300. The person in this position must be available for on call duty

Major Essential Duties

- Serve as a Peace Officer in the enforcement of animal related laws only
- 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 Control ordinances, statutes and regulations of the state, county and cities inside Hardin County
- Issue citations for District Court and serves warrants related to cases involving animals
- Attend court proceedings and testify as needed in cases related to enforcement of Animal Care & 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
- Be on 24-hour call for up to 7 days at a time to pick up animals on an emergency basis for local law enforcement agencies
- Work to keep Animal Shelter in a sanitary and safe condition by cleaning the facility on a daily basis

- Make repairs to the facility as needed to keep the animals safe and secure
- Feed and care for animals being held at the Animal Shelter

Minor Essential Duties

- Issue and collect fees for dog and kennel licenses and furnishes appropriate tags
- Maintain official records related to the issuance of licenses and fees collected
- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture
- Take in animals which are unwanted or stray
- Permit adoptions of animals and collect adoption fees

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent
- Working knowledge of County government operations is preferred
- Knowledge of caring for and feeding animals
- Knowledge of animal behavior patterns

Language Skills

- Ability to read, analyze and interpret policies, procedures, equipment manuals, safety documents and governmental regulations
- Ability to handle sensitive issues
- Possess strong oral, written and listening communication skills
- Ability to prepare and maintain various written reports

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to apply concepts of algebra as needed

Reasoning Ability

- Define problems, collect data, establish facts and draw valid conclusions
- Interpret a variety of technical and instructional information
- Make decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License

- Certification in use and 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's Officer Firearm Instruction
- Current Level 1 National Animal Control Academy Certification or willingness and ability to obtain within one 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 represents 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)	**Occasionally (under 1/3)**
Sit	Stand or walk
Talk or hear	Reach with hands and arms
Lift and/or move up to 125 pounds	Drive a vehicle
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 essential functions.

The noise level is usually moderate to high.

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, the Hardin County Administrative Code, the 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 a citizen of Hardin County, Kentucky
- Must be at least 21 years of age

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 22, 2020
Status Box Changes:

Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Non- Hazardous

Kennel Tech **Pay Grade 3**

STATUS	
Date: December 22, 2020	**Department:** Animal Care and Control
FLSA Status: Non-Exempt	**Reporting Authority:** Operations Coordinator
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform semi-skilled and manual work to properly and efficiently maintain the animal shelter and care for impounded animals. This position should be able to work on a regular schedule.

Major Essential Duties

- Clean and feed the animals daily in accordance with animal shelter standards
- Maintain buildings, grounds and equipment in a safe and sanitary condition
- Assist in euthanasia for unwanted and stray animals as required
- Quarantine rabies suspects for 10 days at the animal shelter
- Take in animals that are unwanted or stray
- Permit the adoption of animals and collect adoption fees
- Enforce the animal control ordinances, statutes and regulations of the state, county and cities inside of Hardin County
- Pick up animals for transportation to the animal shelter
- Assist the veterinarian in any related tasks in the spay/neuter program

Minor Essential Duties

- Answer telephone calls and take messages and complaints
- Support and participate in training and exercise programs and classes
- Issue and collect fees for dog and kennel licenses and furnish appropriate tags
- Maintain records related to the issuance of licenses and fees collected
- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent
- Working knowledge of County government operations is preferred
- Knowledge of animal behavior patterns and disease symptoms
- Knowledge of caring for and feeding animals or willingness to learn
- Some experience in animal control or any equivalent combination of training or experience preferred

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze and interpret policies, procedures, equipment manuals and safety documents
- Ability to write occasional reports

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

Reasoning Ability

- Solve practical problems
- Interpret some technical and instructional material
- Make decisions which serve the County's best interest

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to operate vehicles and equipment used in the performance of job duties
- Ability to understand and follow oral and written instructions
- Possess physical capabilities to chase and safely control animals
- Ability to perform aspects of the job, which routinely include lifting heavy objects (up to 100 pounds) and pursuing animals in all environments
- Some knowledge is preferred of animal behavioral patterns and disease symptoms

Physical Demands
The physical demands described represents 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)	Occasionally (under 1/3)
Sit	Stand or walk
Talk or hear	Reach with hands and arms
Use hands to handle, feel or type	Drive a vehicle
Lift and/or move up to 100 pounds	

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

Work Environment
The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high.

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, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 22, 2020
Status Box Change:

Harry L. Berry
Hardin County Judge/Executive

Hardin County Government
Job Description

Non- Hazardous

Operations Coordinator **Pay Grade 12**

STATUS	
Date: December 22, 2020	**Department:** Animal Care and Control
FLSA Status: Non- Exempt	**Reporting Authority:** Animal Care and Control Director
Supervisory Responsibility: Receptionist, Kennel Techs, Volunteers	

Job Summary
The purpose of this position is to provide administrative support to the Hardin County Animal Shelter. The person holding this position is responsible for overseeing the clerical and administrative functions of the animal shelter. This person will oversee the volunteer program. A thorough knowledge of day to day operations of animal shelter and a thorough knowledge of County government operations is a must.

Major Essential Duties
- Serves as Volunteer Coordinator
- Serves as the Payroll Designee for Animal Care and Control including: comparing Daily Time Records with time clock entries for accuracy, maintaining vacation/sick time records and preparing bi-weekly payroll information for submission to Finance Department
- Coordinates services for visitors to the shelter (i.e. animal adoptions, collect adoption fees)
- Identifies staff and volunteer development and training needs and coordinates measures to correct the deficiencies
- Develops work schedule for volunteers
- Updates required documentation for the Veterinarian
- Develops the work schedule for part-time employees to ensure they stay within hourly guidelines
- Responds to incoming telephone calls and provide information as it pertains to the animal control shelter and its functions
- Places outgoing telephone calls in support of office activities
- Advises local personnel in regard to County policy and procedures as appropriate

- Ensures that all office equipment is in working order and request necessary maintenance
- Maintains files, SOPs, office correspondence, and documents
- Keeps license and certification documentation up to date on all shelter employees
- Maintains records related to the issuance of licenses and fees collected
- Assists in the preparation of monthly reports required by Kentucky Department of Agriculture
- Prepares regular monthly, annual and specialized reports as required
- Assists in preparing monthly department reports

Minor Essential Duties

- Distributes public notices to media
- Supports and participates in training, exercise programs and classes
- Maintains the office calendar, office time, and attendance records
- Approves ordering and receiving office supplies

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred
- Must have thorough experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping; willingness to learn said procedures and practices
- Working knowledge of County government operations is preferred

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, policy and procedure manuals, and legal documents
- Ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, and insurance vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills

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, percent, and draw and interpret graphs

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions

- Interpret an extensive variety of complex and technical information, and instructions
- Solve practical problems
- Make decisions and recommend actions to serve the County's best interests and follow the missions and objectives of the department
- Read, analyze, and interpret policies, procedures, professional publications, government regulations, payroll reports, and legal documents

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License

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
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation
- Working knowledge of standard office computer programs for word processing, spreadsheets, and database management

Physical Demands

The physical demands described represents 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)	Occasionally (under 1/3)
Sit	Stand or walk
Talk or hear	Reach with hands and arms
Use hands to handle, feel or type	Lift and/or move up to 25 pounds
	Drive a vehicle

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. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 at least 18 years of age

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 22, 2020
Status Box Change:

Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Receptionist **Pay Grade 3**

STATUS	
Date: December 22, 2020	**Department:** Animal Care and Control
FLSA Status: Non-Exempt	**Reporting Authority:** Operations Coordinator
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform varied clerical and public contact support for the Hardin County Animal Shelter. The person holding this position is responsible for the day to day front desk duties which include: answering the phone, greeting and assisting the public as they enter the Animal Shelter and general clerical functions of the animal control shelter; therefore, must have a thorough knowledge of all aspects of clerical duties, and develop a thorough knowledge of County government operations.

Major Essential Duties

- Receive visitors to the animal control shelter
- Provide required services for visitors to the shelter (i.e. adopt animals and collect adoption fees)
- Respond to incoming telephone calls and provide information as it pertains to the animal control shelter and its functions
- Place outgoing telephone calls in support of office activities
- Advise local personnel in regard to county policy and procedures as appropriate
- Maintain files, SOPs, office correspondence, and documents
- Maintain records related to the issuance of licenses and fees collected
- Prepare miscellaneous correspondence, reports, mailings
-
- Assist in preparing monthly department reports for fiscal court
- Processing animal adoption applications

Minor Essential Duties

- Distribute public notices to media
- Support and participate in training, exercise programs and classes
- Maintain the office calendar, office time, and attendance records
- Order and receive office supplies

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent
- Must have thorough experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping; willingness to learn said procedures and practices
- Working knowledge of County government operations is preferred

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, policy and procedure manuals, and legal documents
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills

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, percent, and draw and interpret graphs

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of complex and technical information, and instructions
- Solve practical problems
- Make decisions and recommend actions to serve the County's best interests and follow the missions and objectives of the department
- Read, analyze, and interpret policies, procedures, professional publications, government regulations, payroll reports, and legal documents

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License

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
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation
- Working knowledge of standard office computer programs for word processing, spread sheets, and database management

Physical Demands

The physical demands described represents 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)	**Occasionally (under 1/3)**
Sit	Stand or walk
Talk or hear	Reach with hands and arms
Use hands to handle, feel or type	Drive a vehicle
	Lift and/or move up to 25 pounds

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

Work Environment

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 be 18 years of age or older
- Must maintain confidentiality when required

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 22, 2020
Status Box Change:

Harry L. Berry
Hardin County Judge/Executive

Hardin County Government
Job Description

Non-Hazardous

Shelter Veterinarian **Pay Grade 22**

STATUS	
Date: December 22, 2020	**Department:** Animal Care and Control
FLSA Status: Exempt	**Reporting Authority:** Animal Care & Control Director
Supervisory Responsibility: None	

Job Summary
To perform and oversee all veterinary services for shelter animals. Maximize the use of clinic resources to ensure animal resident medical care at a minimum cost. Provide medical care, humane care and treatment to all animals in accordance with the policies and procedures established by the State of Kentucky, Hardin County Government and Hardin County Animal Care and Control (HCACC).

Major Essential Duties
- Work collaboratively with the reporting authority
- Direct and conduct a cost contained sterilization program, including performance of ovariohysterectomies and castrations on cats and dogs. Supervise all aspects of the procedures including anesthesia and post-operative care.
- Diagnose and treat medical conditions in all shelter animals. Follow progress of all patients placed on treatment, keeping records and final outcomes in coordination with policies and procedures.
- Direct, conduct and evaluate treatment plans, disease control measures, and hands-on medical care and progress of animals housed at the shelter including, but not limited to:
    - vaccination protocols
    - nutrition and feeding protocols
    - parasite control measures
    - housing and sanitation
    - treatment protocols for routine infectious diseases
    - preventative medicine procedures
    - emergency evaluation, treatment and procedures
    - pre-adoption and/or agency transfer exams and certifications in accordance with State and Federal regulations
- Create, implement and measure compliance with procedures and protocols to ensure continued health.
- Develop, conduct and monitor medical program protocols and procedures.

- Perform non-sterilization surgical procedures when deemed appropriate for the adoptability of a shelter animal.
- Oversee the scheduling of outside veterinary resources for procedures not available at the shelter. This responsibility is limited to scheduled hours as HCACC does not conduct after-hours emergency treatment at this time. The veterinarian will decide what treatments or procedures are needed in coordination with other managers as appropriate.
- Assist with internal and public relations consultation and education services as they pertain to veterinary medical issues.
- Provide telephone consultation with staff as needed during normal business hours.
- Oversee the instruction/education of HCACC staff.
- Assist in development of public programming for:
    - Spay and neuter
    - Trap, neuter, return (TNR)/return to field (RTF)

Qualifications

Education and/or Experience

- Graduate of an accredited school of veterinary medicine or equivalent.
- Licensed to practice veterinary medicine in Kentucky.
- Enthusiasm for Shelter Veterinary Medicine is strongly desired.

Language Skills

- Ability to read, analyze and interpret policies, procedures, equipment manuals, safety documents and governmental regulations
- Ability to handle sensitive issues
- Possess strong oral, written and listening communication skills
- Ability to prepare and maintain various written reports

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to apply concepts of algebra as needed

Reasoning Ability

- Define problems, collect data, establish facts and draw valid conclusions
- Interpret a variety of technical and instructional information
- Make decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess and maintain a valid Kentucky Driver's License
- Must possess or have the ability to obtain a DEA license.
- Federal Accreditation Required

Other Knowledge and/or Skills

- Ability to conduct high quality surgical sterilizations in a fast paced environment.
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare.

Physical Demands

The physical demands described represents 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)	Occasionally (under 1/3)
Stand or walk	Stand or walk
Talk or hear	Reach with hands and arms
Lift and/or move up to 25 pounds	Use hands to type, handle official documents, tools, etc.
	Operate a vehicle

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

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high.

Comments

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Departments Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative

Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities

- Must be neat in appearance
- Must be 21 years or older
- Must maintain effective working relationships with other employees and supervisors
- Must have personal integrity and remain free of felony convictions

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: December 22, 2020
Status Box Change:

Harry L. Berry
Hardin County Judge/Executive