



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Kennel Operations Manager	Job Code:
Reports to: County Manager	FLSA Status: Non-Exempt
Department: Animal Protection and Control Services	Approved:

Purpose of Classification:

A kennel operations manager at a shelter is responsible for animal care, daily shelter operations, and staff supervision. Key duties include managing kennel staff, ensuring the health and well-being of animals through cleaning and feeding, and overseeing shelter programs such as intake and adoption. The role requires strong leadership, excellent communication, and a passion for animal welfare, while also involving administrative tasks, budget oversight, and facility maintenance.

Essential Functions:

- Animal care and welfare:
 - Ensure the health, safety, and well-being of all animals.
 - Oversee daily feeding, watering, grooming, and exercise routines.
 - Monitor animal behavior and address any health or welfare concerns.
 - Ensure shelter areas, including kennels, are cleaned and sanitized.
- Staff and volunteer management:
 - Hire, train, schedule, and supervise kennel and shelter staff.
 - Develop and enforce standard operating procedures (SOPs) for staff.
 - Conduct performance evaluations and provide guidance and discipline as needed.
 - Oversee the volunteer program.
- Operational management:
 - Coordinate and supervise all kennel activities.
 - Maintain the shelter facility, ensuring it is clean, safe, and in good repair.
 - Manage the animal intake, transfer, and adoption processes.
 - Assist with budget development and manage operational budgets.
 - Maintain accurate records of animal care, adoptions, and other activities.
- Communication and advocacy:
 - Act as a positive and professional representative of the shelter.
 - Build and maintain positive relationships with the community, including volunteers, adopters, and donors.
 - Assist with fundraising activities.



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Preferred Education, Experience, and Attributes and Qualification Requirements:

- Leadership and staff supervision skills.
- Strong knowledge of animal care and behavior.
- Excellent communication and interpersonal skills.
- Ability to perform physical tasks, such as cleaning cages and lifting animals or supplies.
- Proficiency with computer software, including Microsoft Office and shelter management systems.
- Flexibility and problem-solving skills.
- May require a valid driver's license and a good driving record.

Performance Aptitudes

Data Utilization:

- Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

- Requires the ability to apply principles of persuasion and/or influence.
- Equipment, Machinery, Tools, and Materials Utilization:
- Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

- Requires utilizing various references, descriptive, and/or advisory data and information.

Mathematical Aptitude:

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may consist of the ability to compute discount, interest, profit and loss, ratio and proportion; may consist of the ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning:

- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:



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- Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA Compliance

Physical Ability:

- Tasks require exerting moderate, though not constant, physical effort. They typically involve activities such as climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

- Some tasks require the ability to perceive and discriminate visual cues or signals, and some require the ability to communicate orally.

Environmental Factors:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.

** To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the duties' purpose and result rather than how they are performed. The following definition applies: a job function is essential if removing that function would fundamentally change the job.