

## **Shelby County Animal Control Administrator (Non-Vet) Job Description**

Department: Animal Control

Reports To: Public Safety Committee

**The County Board Chairman with the consent of the County Board shall appoint an Administrator (a licensed veterinarian licensed by the State of Illinois and appointed pursuant to this act, or a non-veterinarian may serve as Administrator under the Animal Control Act. In the event the Administrator is not a veterinarian, Admin. shall defer to the Deputy Administrator who is a licensed veterinarian regarding all medical decisions. 510 ILCS 5/2.01)**

**Per Shelby County Ordinance 84-1, 510 ILCS 5 Animal Control Act (ACA), Humane Animal Care Act, and Illinois Administrative Code, Title 8 Agriculture and Animals the Administrator is as follows:**

**SUMMARY:** Oversees, directs, and coordinates the field and office activities of Shelby County's Animal Control Program.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following but not limited to:

1. Manages and supervises the operation and maintenance of the County's Animal Control Program; directs through sterilization, humane education, rabies inoculation, stray control, impoundment, apprehension of and quarantine, and any other means deemed necessary, to control and prevent the spread of rabies and to exercise dog and cat overpopulation control. It shall also be the duty of the Administrator to investigate and substantiate all claims made under Section 19 of ACA. Their duty may include return, adoption, transfer to rescues or other animal shelters. Facilitates exams for animals and re-exams of animals by Vet in cases of bites. 510 ILCS 5
2. Supervises subordinates engaged in clerical duties, including processing dog registrations and administrative support; supervises subordinates engaged in the feeding, care, and disposal of animals; directs the maintenance and cleaning of the facility, vehicles, and equipment;
3. Administrator may issue and serve citations or orders for violations of the Animal Care Act. 510 ILCS 5
4. Receives notice when any person has been bitten by an animal and shall confine the animal, gives notice to the person bitten. 510 ILCS 5
5. Contacts owner and gives notices of bite to veterinarian. May testify. Administrator will work in conjunction with law enforcement and the State's Attorney to have dogs deemed "vicious or dangerous," file a complaint in the circuit court and determine if the animal shall be confined during the pending case. 510 ILCS 5
6. Administrator approves enclosures, interviews witnesses, including owner, files petition for security, makes detailed reports of each incident to recommend further actions. Files affidavit of killed or injured livestock, poultry, etc. and substantiates records. May order fines for Dangerous Dogs. Obtains and records Exempt dog status and their location. Report location of exempted animals to Police and Fire Departments. 510 ILCS 5

7. Obtains registrations & information required by the Board from anyone selling dogs or cats. 510 ILCS 5
8. Administrator will create and manage the Animal Control Budget and all records: record keeping of expenses, daily calls out, bites, stray turn ins, adoptions, returns and euthanized, track each incident by case number, obtaining or disposal of animals among municipalities along with all fees collected and charged from municipalities, medical records of animals involved in bites, court records, testimonies, witness records, Registration Certificates and tags issued with serial number for inoculations or chipping. Order, disperse, collect rabies tags and registration certificates to regional Vet offices.
9. Keep accurate records of rabies and Registration Certificate documents. Reports required information to Department of Agriculture in order to obtain annual license. 510 ILCS 5/2.19
10. Illinois Administrative Code, Section 30.60 Rabies Vaccination Tags; County Accountable for Rabies Tags
  - a) Rabies vaccination tags for dogs shall be furnished by the county. The Administrator or other county official designated by the Board shall record the name and address of each person to whom rabies vaccination tags are issued and the serial numbers of the tags issued. The person receiving the tags shall be held accountable for each tag, and shall return all unused tags upon their expiration. If such person fails to account for each tag, or refuses to return unused tags, a county may withhold issuance of additional tags to that person. A person issuing a tag to an owner shall issue a tag from the county in which the dog owner resides.
  - b) The rabies vaccination tag shall be attached to a collar or harness and worn at all times by the dog for which the certificate and tag have been issued, except when such dog is confined.
11. Illinois Administrative Code, Section 30.80 Approval of Rabies Vaccination Tags and Color, Illinois rabies vaccination tags are to be of the color and shape prescribed annually by the Department and shall bear the following inscription: Rabies Vaccination; Serial No. \_\_\_\_; Illinois Department of Agriculture; name of county and year.
12. Maintain contracts with local municipalities and collect money owed on annual basis to deposit into required account through Treasurer's office.
13. Provide opportunities for weekly visits and animal interaction for clients of Shelby County Community Service.
14. Organize and hold at least one Microchipping clinic each year. 510 ILCS 5
15. Educate public on importance of responsible spay and neutering. 510 ILCS 5, IAC 30.160
16. Responsible for fee collections; supervises record maintenance and prepares required reports.
17. Arranges for or provides training to employees in animal control procedures. IAC 30.50
18. Collect, record and submit earnings from Dog Wash, registration and citation fees to Shelby County Treasurer's office.
19. Order needed supplies to keep Animal Control Dog Wash, office and Shelter operating smoothly and efficiently.
20. Issue pet population program vouchers to qualifying individuals. 510 ILCS 5

21. Performs budget administration; assists with development of the operating budget; records and submits expenditures to PSC; recommends capital expenditures; projects overtime requirements. IAC 30.160(d)
22. Oversees and responds to questions, concerns, or complaints from animal owners, officers, the public, or organizations; handles irate citizens and difficult situations arising from the enforcement of Animal Control Ordinances and laws.
23. Researches and enforces state and County laws and ordinances; writes citations; advises citizens of animal control laws and ordinances; consults with State's Attorney on difficult cases; ensures proper documentation of pertinent information.
24. Interprets legal statutes, codes, and ordinances; recommends new or modified ordinances related to animal control to Public Safety Committee.
25. Performs public relations; initiates programs and attends Humane Association meetings; communicates with the Schools, Professional Organizations, Veterinary Medical and Animal Control Associations, TV, Newspapers, Radio and the public for continuing education, complaint resolution, or the exchange of information. IAC 30.160 (c)
26. Facilitates euthanasia for animals deemed unadoptable or dangerous to population.
27. Performs related work as required.
28. Orders through Veterinarian, and secures drugs for the safe capture of dangerous animals.

**SUPERVISORY RESPONSIBILITIES** Directly supervises the Animal Control Wardens and volunteers, provides operational guidance to the Deputy Administrator (Veterinarian). Responsibilities include interviewing, hiring and training employees; planning, assigning, and

directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Supervisory roles shall include the following sections of the Illinois Administrative Code:

***Section 30.30 Causes for Removal of Administrator or Wardens from Office*** Upon initial appointment, the Administrator shall be informed by the Board as to the causes which would constitute a basis for removing the Administrator, Deputy Administrator, and Animal Control Wardens from office under Section 3 of the Act.

***Section 30.50 Training of Animal Control Wardens***

- a) It shall be the duty of each county to see that Animal Control Wardens are properly trained in apprehension, handling, and care of animals.
- b) The words "Supervising" and "Supervisor" may be used to designate Deputy Administrators or Animal Control Wardens whose responsibility require them to supervise other Deputy Administrators or Animal Control Wardens.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**LANGUAGE SKILLS** Ability to read and interpret documents such as federal and state regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw graphs or simple maps.

**REASONING ABILITY** Able to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** Must possess a valid Illinois Driver's License, valid FOID card, current Humane Animal Care Training.

**PROGRAM REQUIREMENTS** Illinois Administrative Code, Section 30.160 County Animal Control Program; Requirements-The Board shall create an Animal Control Program which shall be submitted to the Department. In the event that a Board fails to submit a Program, or if the Department rejects the Program submitted, the Department shall cooperate with the Board in developing an acceptable Program. All Animal Control Programs must include the following minimal requirements:

- a) Stray or Straying Dog Control – Said dog control shall include a method of collecting and impounding stray or straying dogs or other animals included in this Act, and adoption or other disposition of said animals.
- b) Rabies and Impoundment – Rabies and impoundment shall include methods for providing the necessary facilities and personnel to implement the rules and provisions of this Act relating to rabies control.
- c) Education On Animal Control and Rabies – Education on animal control and rabies shall include 3 distinct programs involving youth education, education of the general public, and education of public officials.
- d) Proposed Budget – The proposed budget will include expected and proposed expenditures and receipts.