CLASS TITLE: ANIMAL SHELTER MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for the operation of the Tulsa Animal Welfare (TAW) section of the Working in Neighborhoods Department including field services, veterinary services, shelter services and a business office, ensuring the well-being and humane treatment of animals in the care of shelter personnel while maintaining a positive reputation of animal care in Tulsa; and performs other related required duties.

ESSENTIAL TASKS:
- Promotes adoption of shelter animals
- Responds to citizen questions and complaints
- Manages the tracking of animal population intake and outcomes and provides statistics to various audiences
- Ensures proper data input in operations software
- Develops, maintains, and implements procedures and protocols to provide best practices care of animals
- Identifies and tracks trends in the animal welfare industry
- Represents TAW in the public arena and works collaboratively with regional animal welfare and other related organizations
- Recruits, trains, and coordinates volunteers
- Develops and monitors the operating and capital budgets including expenditures
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from a recognized college or university with a bachelor's degree in non-profit or public administration, animal science, or a related field, and five (5) years of experience in managing social service or public safety operations; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Knowledge of the animal welfare industry; knowledge of state, federal and local laws/regulations which relate to the management of a municipal animal welfare/control organization; knowledge of basic biology and animal physiology; knowledge of emergency and disaster protocols; and knowledge of the community. Ability to work with shifting priorities; ability to think strategically and creatively; ability to analyze and resolve problems; ability to represent TAW to a wide and diverse audience; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Excellent written and verbal communication skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may be exposed to animal waste/dead animals and animal bites; and may be required to attend meetings and other events throughout the City.

Class Code: 1106
EEO Code: E-04
Pay Grade: EX-44