Job Announcement
Animal Care Manager

The Placer SPCA is seeking a dynamic individual to fill the position of Animal Care Manager. This person will be responsible for the coordination, planning, management, scheduling and supervision of the animal care staff, as well as the safe and humane treatment of all shelter animals.

The ideal candidate will be a registered veterinary technician and/or have a minimum of 4 years of experience working in animal care or a veterinary hospital. Supervisory experience is also a must. This demanding career will provide tremendous opportunities to learn and grow within a reputable animal welfare organization.

About the Placer SPCA: Located in Roseville, California the Placer SPCA is an extremely progressive non profit animal sheltering/animal welfare organization providing quality care to as many as 4,000 animals every year. The SPCA is growing and has plans to build a new companion animal center in the near future.

Salary Range: D.O. E.
Good Benefits

Please go to our website www.placerspca.org to view the job description and also to obtain a job application.
Resumes along with a PSPCA job application should be sent to:
CEO
Placer SPCA
150 Corporation Yard Road
Roseville, CA 95678

Or email ceo@placerspca.org or fax 916-782-8655.
JOB DESCRIPTION:

JOB TITLE: ANIMAL CARE MANAGER

DEPARTMENT: ANIMAL CARE

ACCOUNTABILITY: DIRECTOR OF OPERATIONS/CEO

FUNCTION: ASSUMES THE RESPONSIBILITY FOR THE COORDINATION, PLANNING, SCHEDULING AND MANAGEMENT OF THE ANIMAL CARE STAFF. ENSURES THE SAFE AND HUMANE TREATMENT OF ALL SHELTER ANIMALS WHILE UPHOLDING THE HIGHEST STANDARD OF CARE.

DUTIES AND RESPONSIBILITIES:

1.) Manages all aspects of the day to day animal care operations. Ensures that work is done in a timely fashion and in accordance with established procedures and state laws. Assists with daily activities when necessary.*

2.) Hires, trains, evaluates, supervises, schedules and directs the activities of the Animal Care staff and volunteers so as to provide for their growth and to maximize the potential of all employees and volunteers for the good of the PSPCA including individuals from the Work Release Program assigned to assist with animal care duties.*

3.) Establishes and maintains an approved standard of care of animals in the shelter as well as the maintenance of shelter facility.

4.) Participates as a supportive member of the PSPCA management team to identify health and safety concerns, temperament issues, safe and humane handling and adoptability of shelter animals.*

5.) Works collaboratively with all staff members to achieve the completion of daily work assignments, following proper shelter protocols; has accountability for measurable results in these areas.*

6.) Treats animals humanely, with compassion and concern both on and off the job and transmits these values to others.*

7.) Regularly participates in and conducts meetings with other members of the staff to share ideas and suggestions designed to improve working conditions and the programs of the PSPCA.*

8.) Works with management staff to create and implement various Animal Care protocol and procedures including but not limited to physical examinations, vaccinations, euthanasia and other procedures.*

9.) Supervises and performs euthanasia in accordance with Society policies and California law; trains personnel in preparation of euthanasia certification.*

10.) Ensures a high level of communication/supervision with and maintains discipline and prescribed work performance standards of all Animal Care staff.*

11.) Fosters a team environment by working effectively with all members of the organization to accomplish department and organizational goals and objectives.*
12.) Establishes and maintains a written equipment and daily operational supply inventory ensuring that necessary tools and resources are readily available to staff when needed.*

13.) Assures the maintenance and use of shelter operational software, maintaining animal records as required and reviews the work of others on a regular basis to ensure that accurate and timely information is available and current. Is responsible for monthly/yearly animal statistics report.*

14.) Promotes a positive business relationship with veterinarians outside the shelter.*

15.) Consistently strives to keep abreast of animal care and welfare issues affecting the PSPCA and is prepared to act as a spokesperson of the Society as reasonably directed by the CEO.*

16.) Acts in a confidential capacity as needed by the Director of Operations or CEO.*

17.) Manages and establishes a standard of care for the foster care program.*

18.) Provides on call support to respond to shelter emergencies on an as needed basis.*

19.) Regular and timely attendance.*

20.) Is responsible for assisting the Director of Operations with the development and implementation of the Animal Care Department Business Plan and Annual Budget as approved by the CEO.*

21.) Is aware of the dynamics of the change process and works to ensure that all Animal Care activities and procedures are reviewed and modified in an effective and efficient manner.*

22.) This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties that may be requested by the Director of Operations, CEO or other management staff which will ensure a positive public image, enhance the operation of the organization, improve the quality of life for animals and improve the services of the PSPCA.

* = Essential Job Functions

QUALIFICATIONS:

1.) High school graduate or GED equivalent.
2.) Two years college work preferred.
3.) Minimum four years experience in animal care working with animals in a veterinary hospital or animal shelter and/or licensed RVT/AHT.
4.) Minimum of two years supervisory experience preferred.
5.) Must submit to a background check and have no felony alcohol or drug related convictions.
6.) Excellent communications, public relations, supervisory and written skills.
7.) Shows maturity, good judgement and performs duties in a professional manner.
8.) Accumulated knowledge of and compassion for domestic animals and wildlife.
9.) Experienced in working with governmental agencies, community groups, volunteers and animal welfare organizations.
10.) Demonstrated capability to be a self-starter, facilitator, organizer and innovator.
11.) Ability to plan and implement projects with little supervision and must be able to work independently.
12.) Ability to operate a personal computer, word processing software, copy machine, facsimile, and answer telephones in the prescribed manner.
13.) Valid California drivers license with good driving history.
14.) Must be in good physical and mental health with no allergic condition, which might be aggravated by exposure to animals.
15.) Ability to lift 50 pounds.

WORKING CONDITIONS:

1.) 40-hour workweek, including weekends and evenings as scheduled, with intermittent overtime and/or evening work at sites away from the Shelter.
2.) Compliance with current PSPCA Employee Policy Manual.
3.) Frequent contact with public in a fast-paced and changing work environment, which, at times, may be stressful or emotionally charged.
4.) Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases.
5.) Willingness to attend training programs and to upgrade skills as needed.

THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION AS NECESSARY OR AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

DATE:____________________________  ____________________________

Employee Acknowledgement