

DARKE COUNTY COMMISSIONERS

JOB ANNOUNCEMENT

Chief Animal Control Officer

Darke County Animal Shelter

The Darke County Commissioners are accepting applications for the position of Chief Animal Control Officer for the Darke County Animal Shelter. Under direction of the Darke County Commissioners, this position performs a variety of administrative, operational, and maintenance duties, which involve direct labor, monitoring, and evaluation of the developmental, operational, maintenance, safety, and security functions at the Darke County Animal Shelter.

Basic Requirements:

- Knowledge of current state and local laws and structure of government and state; knowledge of safety practices; ability to communicate effectively; develop and maintain working relationships with associates, Elected Officials and general public; must have valid drivers license and be able to carry firearms; must have euthanasia certification.
- Knowledge of section 955 of the Ohio Revised Code; Knowledge of Dog & Kennel Policies and Procedures, Ability to exercise sound judgement.
- Knowledge of scheduling. Ability to supervise volunteer help. Knowledge of modern office practices and procedures and computer programs; Knowledge of proper telephone etiquette and public relations.
- Knowledge and skill of operation of maintenance equipment, ordering of supervised inventory control.
- Knowledge of (A) safety practices pertaining to kennel care, skill in (B) care of healthy & diseased animals; ability to (C) apply principles to solve practical, everyday problems, (D) vocabulary, (E) answer routine telephone inquiries from public, (F) demonstrate dexterity (i.e., to use hands & or feet skillfully), (G) ability to lift 50 lbs., (H) must maintain a valid driver's license, (I) High School Diploma, plus any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
- Knowledge of reporting procedures and report filing, Ability to maintain accurate records, Ability to handle cash and balance daily.
- Willingness to perform unpleasant tasks.
- Preferred Peace Officer, but not necessary.

Interested applicants must submit a cover letter indicating qualifications in detail, a resume, and salary history by U.S. mail to the Darke County Commissioners, Attn: Kelly Hiatt, 520 S. Broadway, Greenville, Ohio 45331 or by email to khiatt@co.darke.oh.us with "Chief Animal Control Officer" in the subject line. Salary is commensurate with experience. Submissions accepted until the position is filled. Darke County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability, or military/veteran status in employment or provision of services.