



*Marion County is seeking an experienced operations manager to become our next*

## **DOG SHELTER MANAGER**

**Recruitment #159-2019-1**

**OPENS: January 11, 2019**  
**CLOSES: January 28, 2019**

# THE COMMUNITY AND THE COUNTY

Marion County, Oregon, is a vibrant community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The county covers 1,194 square miles and has a population of approximately 333,950. There are 20 incorporated cities and 37 unincorporated communities in Marion County. Salem, the county seat and the state capital, is one of the valley's oldest cities and the third largest city in Oregon. The principal industries are agriculture, government, food processing, lumber, manufacturing, education, and tourism. Marion County has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 30-mile radius.



Marion County is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, the Marion County Fair and the Oregon State Fair. A short driving distance to the east there is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Shakespearean Festival in Ashland.

The three members of the Board of Commissioners are the elected representatives of all persons residing in Marion County and set policy for the administration and operation of county government. The county's chief administrative officer carries out the board's directives with the assistance of county department heads and other county elected officials. The county employs 1,700 FTE employees, most of whom are represented by one of five bargaining units. Marion County government provides community programs and services including property assessment and tax collection, children and family resources, elections, licensing and recording, justice courts, district attorney's services, public and behavioral health, juvenile programs, public works, jail, and law enforcement services.

## THE DEPARTMENT

The mission of the Community Services Department is to promote safe and thriving communities for people to live, learn, work and play.

The work through the Children and Families Commission, County Fair, Dog Services, Economic Development, Marion County Reentry Initiative and our partnership with Marion County Extension and 4-H Service District, support our department in achieving its mission by making wise investments today for healthy, viable communities in the future. Social and economic health are key to building a thriving community and are priorities for Marion County and the Community Services department.

## MARION COUNTY DOG SERVICES

Marion County Dog Services operates Marion County's dog shelter located in Salem, Oregon, with the mission of serving and protecting dogs and communities throughout Marion County. The staff members are tasked with enforcing Marion County dog licensing and control ordinances; promoting humane treatment of dogs; providing shelter and care for stray dogs until they are reunited with their families or adopted; educating residents on quality dog care; and providing excellent customer service.

# THE POSITION

Marion County is seeking a manager to provide oversight for the Dog Services program. Desired attributes include excellent interpersonal and customer service skills, a commitment to helping others reach their full potential, demonstrated supervisory knowledge (i.e., professional development/training methods), demonstrated experience with public speaking and community outreach and experience with shelter management. This position will work day shift Monday - Friday and some evenings and weekends.

# JOB DUTIES

- Manages, plans, and evaluates all activities of the program; develops and implements goals, objectives, policies and procedures; facilitates, oversees maintenance of shelter facility; identifies issues and develops recommended solutions to the Community Services Department (CSD) Director. Attends meetings as required to represent the Dog Shelter; participates in department/division strategic planning meetings, productivity meetings, and other meetings as required.
- Maintains and further develops the Shelter Continuity of Operations and Community Animal Emergency Plans, and manages the associated strategic initiatives and risk management necessary for full implementation.
- Responsible for monitoring animal and herd health, as well as supervising treatment provided under the direction of shelter staff and contracted veterinarian care.
- Responds to clerical and/or technical support needs of the Dog Shelter; coordinates and communicates with the CSD Director or designee to ensure consistency of administrative/support activities. Composes correspondence requiring a high degree of initiative and judgment in communicating with the public, subcontractors, other county departments, and/or public jurisdictions. Assists in preparing and providing input to the annual department/division budget and annual reports; researches trends, analyzes forecasts, assesses current Dog Shelter needs to provide recommendations on expenditures; seeks approval for expenditures outside of the approved budget; and manages the shelter's budget according to county policy.
- Oversees the timely completion of personnel records (personnel actions, performance evaluations), time reporting, staff scheduling and the overall management of inventory control, supplies and invoicing for the Dog Shelter.
- Performs research and composes reports on a variety of technical and/or administrative issues, which require the use of initiative and independent judgment, and makes recommendations to the CSD Director or designee.
- Works with CSD staff members to ensure proper maintenance and execution of all shelter related contracts, including contract modification, correspondence, policies and procedures and other management materials. Reviews and approves all payments and purchases.
- Plans, assigns, and schedules staff and work; organizes and prioritizes workflow; and provides direction on complex technical or procedural issues.
- Ensures volunteers, dog control officers, shelter and clerical staff provide quality service to citizens and county staff; promotes cooperative team efforts between staff and with other county departments.
- Administers section budget and grant funds; participates in budget development; monitors revenues and expenditures; prepares grant proposals; recommends fee increases to department director; and ensures the ordering of animal drugs and vaccines.
- Prepares and maintains reports and records; researches, compiles and analyzes statistics and other information; develops and revises forms; oversees and maintains computerized database.
- May testify in court regarding violations; inspects and documents shelter operations; and performs field investigations, as needed.
- Performs other related duties as assigned.

# MINIMUM REQUIREMENTS

## Experience and Training

1. Bachelor's degree in animal science, pre-veterinary medicine, public relations, public or business administration, or a closely related field; AND
2. Four (4) years of progressively responsible experience in operations management, including at least three (3) years of supervisory experience; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.
4. Preference will be awarded to applicants with shelter operations or shelter management experience.

## Special Requirements

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- Must possess Euthanasia Certificate or obtain within six (6) months of hire.
- Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
- This assignment is not represented by a union.
- Typical Work Schedule: Monday through Friday days, some evenings and weekends, with flexibility depending upon the needs of the department and program.

# COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program. The salary range for this position is \$5,281.47 to \$7,077.20 monthly with initial salary dependent upon the qualifications and experience of the candidate selected. This is an exempt, full-time, salaried position, which is not eligible for overtime.

### Insurance coverage:

- ◆ Medical, prescription, vision and dental plans covering employees and dependents with low or no employee premium share
- ◆ Employer-paid basic life insurance
- ◆ Accidental death and dismemberment plans
- ◆ Employer paid short-term disability plan

### Annual paid leave:

- ◆ 13 vacation days
- ◆ 12 sick leave days
- ◆ 9 holidays
- ◆ 2 personal holidays

### Retirement benefits:

- ◆ Participation in the Oregon Public Service Retirement Plan (OPSRP)- Employer pays the 6% employee contribution
- ◆ 2.5% employer contribution to a 401(k) plan
- ◆ (457) deferred compensation plan option

# HOW TO APPLY

*To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>*

*Marion County does not accept mailed, delivered, faxed, or e-mailed applications.*

If you have questions about this position, please call (503) 566-3949 or e-mail [HRRecruitment@co.marion.or.us](mailto:HRRecruitment@co.marion.or.us)

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. **To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**