



## Animal Shelter Operations Manager

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| Job Status:           | Full-time                         |
| Hourly Range:         | Starting wage is \$18.00-\$19.00. |
| Job Posting Timeline: | Open 03/12/21 until filled        |
| FSLA Identifier:      | Non-Exempt                        |
| Reports To:           | Board of Directors                |
| Position Location:    | Pueblo, Colorado                  |

### Job Summary

Animal Welfare and Protection Society of Pueblo is seeking an individual with leadership experience to lead a private, limited admission, no-kill shelter - PAWS for Life. The Manager leads the organization with direct responsibility of animal welfare programs, administrative obligations, financial and accounting expectations. The position reports to the Board of Directors and has direct supervision and accountability of 8-12 shelter staff. This position requires strong leadership in all internal and external programs which aligns with the shelter's strategic mission and goals.

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### Essential Duties and Responsibilities

- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors; timely and accurate communication of necessary information to Board of Directors to assist in informed decisions.
- Ensure effective, humane, and professional operation that is in legal and ethical compliance on national, state, and local levels. Ensures all state and local animal care and sheltering requirements are met. Interpret and apply all laws, legislation, ordinances, administrative policies and procedures.
- Ensure shelter staffing needs are met and has strong ability to manage employee performance including setting expectations and holding employees accountable to expectations.
- Planning, development, implementation, and control of budgets including payroll, approving invoices and employee timecards, and preparing financial and/or statistical reports as needed. Works with outsourced bookkeeping provider and Finance Committee to achieve this.
- Reports to and works with the Board of Directors in policy decisions, planning fundraisers, community events, social media, and marketing meetings, donor recognition, and overall visibility of our organization.
- Oversee all programs and operations, including but not limited to Animal Care, Customer Service, Foster Program, and Volunteer Program.
- Establish and direct monthly behavior and training workshops for staff and volunteers to help them better understand animal behavior and increase animal adoption success.

- Supervises adoptions to ensure that the animal is a good match for the individual, specifically in behavior case adoptions.
  - Internally or with outside resources design individual training programs for shelter animals to improve behavior to increase chances for adoption.
  - Ensures in-shelter animal evaluations, enrichment training, and modification programs are performed.
  - Oversees and works with veterinary services to formulate and implement disease control protocol, feeding schedules, medical, and vaccination protocols to ensure proper care of shelter animals.
  - Develops and maintains working relationships with other animal shelters and approved rescue organizations.
  - Oversees employment obligations to ensure compliance and coordinates staff training & development.
  - Ensures all shelter areas and campus are properly maintained and in good repair.
  - Perform all other duties as assigned.
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## **Safety**

- Ensure a safe work environment; following all safety guidelines and modeling safe work practices.
  - Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, animal, or the organization at risk.
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## **Material and Equipment Used**

- Various computers with Windows software such as Outlook, Word, Excel, PowerPoint and the animal shelter software ShelterPro.
  - Various office equipment such as faxes, telephones, printers, scanners and copy machines.
  - Should be familiar with medical equipment, medication, and or supplies such as but not limited to, syringes, needles, microchips, and vaccines.
  - Personal Protective Equipment (PPE) such as but not limited to, ear protection, isolation gowns, isolation booties, face masks, safety glasses, and gloves.
  - Various animal restraint and safety equipment such as but not limited to: leashes, ketch poles, live traps, feral cubbies, nets, safety gloves.
  - Operates vehicles during routine operations under varying road, weather, and lighting conditions.
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## **Physical Demands**

- Regularly required to sit, reach with hands and arms, talk, hear, and is frequently required to stand and walk. May be expected to be on feet for extended periods of time.
- The employee may regularly lift and/or move 25 or more pounds of moving weight and occasionally lift and/or move up to 40 or more pounds of moving weight.
- Occasionally required to climb or balance, stoop, kneel, crouch, crawl, and smell.
- Must be able to use both hands and arms to grip, pull and push utilizing safety equipment.
- Consistently exposed to animals in the workplace and animal allergens under conditions with limited alternatives available.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision and depth perception.
- Must handle various animals of various sizes, may include aggressive animals, and potential exposure to zoonotic diseases.
- Regularly exposed to noise and potential exposure to hazardous weather conditions.
- Potential exposure to cleaning supplies and/or other substances containing chemicals.

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## Education/Qualifications

- High School Diploma or GED with 5-10 years of supervisory / leadership experience.
- Strong knowledge of Colorado PACFA requirements (Preferred)
- Experience in animal handling required; animal training and behavior knowledge; training techniques, and temperament testing; CPDT-KA Certification (Preferred)
- Ability to use good judgment and flexibility when dealing with personnel, animal, or management issues.
- Proficient in major programs of Microsoft Office 365 such as Word, PowerPoint, Excel, and Outlook. Experience with ShelterPro (Preferred)
- Familiar with grant documents and non-profits beneficial.
- Valid Driver's License is required.

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**NOTE:** *The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Animal Welfare and Protection Society is an equal opportunity employer.*