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## **JOB ANNOUNCEMENT**

**Job Title:** Director of Animal Shelter Operations

**Annual Salary:** \$53,470 plus medical benefits

**Hours:** 40 hour work week with days off to be determined

### **Job Summary**

The Director of Animal Shelter Operations serves as the on-site operational lead for all animal care and shelter procedures at the Montague County Animal Shelter. The Director works in coordination with the Montague County Sheriff's Office Animal Control Officer (ACO), who is responsible for law enforcement functions, field services, and animal transport. This position does not perform law enforcement duties, but is responsible for the care, management, and disposition of animals once they enter the shelter in accordance with MCares protocols. In addition, this position will assist with the day-to-day implementation and execution of the Montague County Animal Rescue (MCares) animal care standards, rescue operations, and shelter Standard Operating Procedures (SOPs), as set forth in the Memorandum of Understanding (MOU) between Montague County and MCares.

### **Essential Duties and Responsibilities, Including but Not Limited to:**

- Direct and carry out daily animal care operations, including intake processing, housing, feeding, cleaning, medication administration, and basic health monitoring.
- Implement and enforce MCares Standard Operating Procedures (SOPs) related to animal care, sanitation, biosecurity, and shelter workflow.
- Ensure humane treatment of all animals in accordance with MCares protocols, veterinary guidance, and applicable laws and regulations.
- Manage animal intake and outcome processes including quarantine, adoption, transfer, and return-to-owner.
- Maintain accurate animal records, logs, and reports using shelter software and/or County systems.

- Work in coordination with the Montague County Sheriff's Office Animal Control Officer (ACO) regarding animal intake, transport, and case-related holds.
- Ensure proper care, documentation, and processing of animals received from the ACO and other sources.
- Coordinate with veterinarians, veterinary clinics, and rescue partners regarding medical care, treatment plans, and animal movement.
- Communicate professionally with MCares leadership, County staff, volunteers, and the public regarding shelter operations and procedures.
- Perform and oversee routine grounds care, including mowing, trimming, weed control, basic landscaping upkeep, and maintaining clean and safe exterior areas.
- Ensure the facility is weather-ready, including preparation for heat, cold, storms, freezes, and utility disruptions; check heaters, fans, and weather-related protections; secure outdoor items; and stage emergency supplies in accordance with shelter protocols.
- Perform minor maintenance and repairs that do not require a licensed technician, including but not limited to replacing air filters, light bulbs, and batteries; tightening fittings; replacing hoses; clearing simple clogs; repairing or replacing latches, hinges, kennel panels, doors, and gates; and performing patch and touch-up repairs to walls, fencing, and kennel areas.
- Conduct regular facility walk-throughs to identify safety hazards, wear-and-tear issues, or maintenance needs.
- Report and coordinate larger repairs or issues requiring licensed professionals (including HVAC, major electrical, major plumbing, or structural repairs) to the County Judge.
- Maintain a clean, safe, and functional environment in all animal care and work areas, including proper storage of supplies and equipment.
- Maintain basic maintenance logs and report recurring or systemic issues to County leadership.
- Assist with training staff and volunteers on animal handling, safety, and shelter procedures.
- Enforce safety protocols for staff, volunteers, and visitors within animal care areas.
- Perform other duties as assigned.

## Hiring Criteria / Qualifications

### Minimum Qualifications (Required)

- High school diploma or GED required.
- Criminal history and background check.
- Ability to work and perform duties without direct on-site supervision.
- Demonstrated ability to manage or lead day-to-day operations in a hands-on environment.
- Successfully complete an ACO school and achieve the ability to legally secure and transport stray animals in emergency situations.
- Working knowledge of animal handling, basic animal health observation, sanitation protocols, and disease control practices.
- Ability to perform physical work in a shelter environment, including lifting up to approximately 50 pounds, standing for extended periods, cleaning kennels, and safely handling animals.
- Basic computer skills and ability to maintain accurate records and reports.
- Valid Texas driver's license (or ability to obtain one).

### Preferred Qualifications

- Experience working in a veterinary clinic or veterinary support role.
- Experience in animal welfare (animal shelter and rescue).
- Experience in shelter or kennel operations.
- Experience with facility management, grounds, or building maintenance.
- Experience supervising staff and/or volunteers.
- Familiarity with shelter management software systems (such as Shelterluv or similar).

**This position will be open until the position is filled. Applications can be obtained through the Montague County Treasurer's Office located in the Courthouse, 4<sup>th</sup> floor, and returned to the Montague County Treasurer.**