

## Kendall County Job Description

**TITLE:** Animal Control Director  
**DEPARTMENT:** Animal Control  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Exempt  
**APPROVED:** 05/04/2021

**I. Position Summary:**

This position, under the direction of the County Administrator, manages and oversees all of the Kendall County Animal Control Department (“Animal Control”) operations, including staff and programs in accordance with Illinois Animal Control Act, the Illinois Humane Care for Animals Act, County Board policies and procedures, and all other applicable laws and regulations. This individual is responsible for the creation of the departmental budget and management of expenditures. The Director must maintain an effective working relationship with the public and local officials as related to the operation of Animal Control.

**II. Essential Duties and Responsibilities:**

A. Primary duties are to supervise, manage and direct the operation and maintenance of Animal Control including, but not limited to the following duties:

1. Oversee and respond to questions, concerns or complaints from animal owners, officers, the public, and organizations; handle complaints and difficult situations arising from the enforcement of animal control ordinances, laws and regulations.
2. Interpret legal statutes, codes and ordinances; create or modify ordinances related to Animal Control for County Board review and approval.
3. Fulfill duties of the Kendall County Animal Control Warden pursuant to Kendall County Ordinance No.14-11 and applicable state and federal laws and regulations.
4. Oversee the apprehension, impoundment, and documentation of stray or lost animals.
5. Develop and administer adoption and reclamation policies and procedures for lost animals.
6. Provide recommendations regarding fees for animal control services and enforce fees as set by the County Board.
7. Oversee investigation of animal bites and bite confinement procedures.
8. Develop, administer and enforce the County’s rabies vaccination program.
9. Investigate animal attacks, animal cruelty, and dangerous and vicious dog determinations, which may require interviewing witnesses; collecting evidence, preparing reports and recommendations, and referring charges to the Kendall County State’s Attorney’s Office.
10. Prepare and issue warnings or citations in connection with animal-related offenses; contact law enforcement when appropriate; and provide assistance to law enforcement in investigating, and the Kendall County State’s Attorney’s Office in prosecuting alleged violations of local ordinances and state and federal law.

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11. Appear, testify, and provide truthful testimony in court, at coroner's inquests, at depositions, and at similar proceedings.
  12. Develop and oversee document management and retention procedures for impoundments and dispositions of animals in the custody of Animal Control.
  13. Advise law enforcement and other government officials on animal-related topics and issues.
- B. Customarily and regularly direct the work of at least two (2) or more full-time employees (or their equivalent) working in Animal Control.
- C. Customarily and regularly perform management duties at Animal Control including, but not limited to the following:
1. Interview, select and train Animal Control staff and volunteers.
  2. Set and adjust employees' and volunteers' hours of work.
  3. Provide recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker.
  4. Maintain production and operations records for use in supervision and control of Animal Control's services.
  5. Appraise employees' productivity and efficiency for the purpose of recommending promotions or other changes in status.
  6. Handle employee, volunteer, and public complaints and grievances.
  7. Provide recommendations regarding the hiring, firing, and discipline of staff, which recommendations are given significant weight by the final decision-maker.
  8. Apportion the work among Animal Control employees and volunteers.
  9. Provide for the safety and security of the employees, volunteers, visitors, and County property.
  10. Plan, organize, and supervise the activities of staff and volunteers.
  11. Develop and implement a training orientation program for staff and shelter volunteers.
  12. Develop and oversee all public relations for Animal Control including but not limited to manage community and adoption events; prepare and disseminate press releases; develop and distribute a newsletter; and oversee Animal Control's website and social media accounts to ensure information is current and accurate.
  13. Create and maintain a budget for Animal Control; approve expenditures for Animal Control; project overtime requirements; and provide recommendations regarding capital expenditures for Animal Control.
  14. Serving as Animal Control's liaison with Kendall County's elected officials, department heads, and local community leaders.
  15. Coordinate staff efforts to place animals with rescue groups.
  16. Issue work orders for necessary routing maintenance.

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- D. Provide Animal Control related education to schools, community groups, and the general public and serves as Animal Control's liaison with such organizations.
- E. Be on-call overnight and on weekends and respond to emergency calls received by Animal Control.
- F. Draft routine correspondence and other Animal Control documents.
- G. Comply with all applicable state and federal laws and regulations.
- H. Comply with all applicable State and County policies and procedures
- I. Maintain regular attendance and punctuality.
- J. Perform other duties and responsibilities as assigned.

### III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, volunteers, outside entities, law enforcement personnel, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
4. Ability to communicate effectively in writing and over the telephone.
5. Requires good knowledge of the English language, spelling, and grammar.

#### B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules, etc.

#### C. Reasoning Ability:

1. Ability to deal with problems involving several concrete variables in standardized situations.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

#### D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other certificates and registrations as required for the specific duties performed.

#### E. Other Skills, Knowledge and Abilities:

1. Ability to excel under pressure and in stressful situations.
2. Ability to maintain best practices for animal handling skills, responding to animal behavior, and animal care.

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3. Strong leadership skills and the ability to lead by.
4. Display a positive, cooperative, and team orientated attitude, and a commitment to working in a safe and quality environment.
5. Ability to comply with all applicable local, state, and federal laws and regulations and all County policies and procedures, and adhere to set standards.
6. Excellent prioritization skills and the ability to meet deadlines.
7. Ability to carry out duties with minimal supervision.
8. Ability to maintain confidentiality.
9. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
10. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
11. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
12. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

### F. Education and Experience:

1. Bachelor's Degree in Animal Science or related field, or commensurate experience. Master's degree, preferred.
2. Three years of experience in animal care and/or investigations.
3. Three years of management experience.
4. Experience with Chameleon Software Products, preferred.

### G. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

1. Frequently sit for long periods of time at a desk or in meetings.
2. Occasionally lift and/or move up to 120 pounds, with or without assistance, including live animals.
3. Lift and/or move up to 40 pounds, including live animals.
4. Occasionally handle large, active, aggressive, and/or vicious animals.
5. Use hands to finger, handle, or feel.
6. Reach, push and pull with one and/or both hands and arms.
7. Bend over at the waist and reach with one and/or both hands and arms.
8. Stoop, kneel, crouch, and/or crawl.
9. Talk and hear in person and via use of telephone.
10. Operate County vehicles and safety equipment.
11. Specific vision abilities include close and distance vision, and depth perception.
12. Travel independently to other County office buildings and to various sites, public hearings, meeting, and other locations both within and outside Kendall County, Illinois to perform assigned job duties.

### H. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to following working conditions:

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1. Inside and outside work environments, subject to all weather elements, including extreme weather conditions;
2. All lighting conditions, including but not limited to, daylight and night/low light, with and without artificial light available, indoors and outdoors
3. Frequent contact with animals, volunteers, and other members of the general public.
4. Potentially volatile and stressful situations which can present risk of violence or injury;
5. Files, documents, videos, and photographs of a graphic nature.
6. The noise level in the work environment varies from moderate to noisy.
7. The Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
8. The employee will be continuously exposed to animals, animal noises, hair/dander, and smells, including industrial cleaning products.

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor  
cc: personnel file, employee

\_\_\_\_\_  
Date