

## BRAZORIA COUNTY JOB DESCRIPTION



<b>Job Title</b>	Animal Welfare Facility Manager	<b>Department</b>	BCSO – Enforcement Division
<b>Grade</b>	35	<b>Reports To</b>	Lieutenant – Enforcement Division
<b>FLSA Status</b>	Non-exempt	<b>Hours</b>	8 hour shifts, and additional hours as job requires
<b>Last Updated</b>	March 2025	<b>Approved by</b>	

### SUMMARY

Under general supervision, provides proper supervision and guidance to Animal Welfare personnel and ensures that all activities are conducted in compliance with federal, state, and county laws as they relate to animals and their welfare within Brazoria County as well as rules and regulations outlined in the Brazoria County Sheriff's Office General Manuals.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Be a Leader by carrying out the Sheriff's Mission and Vision and ensure all staff within the Patrol Unit adheres to the Office's core values; *Trust, Service, Community*;
- Cultivates high morale and a Team culture;
- Performs all services at a high-level and is customer service oriented;
- Inspects facility daily to ensure proper care of animals, staff productivity and safety, cleanliness, and adherence to all state guidelines regarding operations;
- Supervises and trains animal care staff within the facility, directing work, providing continual feedback, and evaluations;
- Attends all meetings and training as required;
- Maintains proficiency in the essential functions of an Animal Welfare Officer;
- Reviews all reports for accuracy, thoroughness, and quality and ensures that reports are filed in a timely manner;
- Ensures public safety by working with local and state agencies to enforce state and County laws as they pertain to rabies and the impounding and humane treatment of animals;
- Reports needed repairs to the Facilities Superintendent;
- Oversees recordkeeping compliance within facility, Local and State regulations, including archival and document retention policies and procedures;
- Prepares monthly, quarterly, and annual reports for administrative staff and advisory board;
- Acts as the local Rabies Control Authority for the County of Brazoria;
- Establishes, strengthens, and maintains relationships with community agencies, animal welfare organizations, and professional associations;
- Participates in continuing education opportunities to ensure compliance with industry standards, and to remain current on animal care/control issues;
- Ensures that all subordinates perform office, equipment, and vehicle maintenance in order to keep all in safe and working order;

- Conducts a monthly inventory on all facility supplies and ensures that the Animal Welfare Facility is properly equipped with needed materials;
- Monitors timecards for all direct employees and approves and enters time off request;
- Creates and posts a work schedule for assigned personnel;
- Computes fees and issues receipts to owners claiming animals;
- Conducts meetings to review procedures and workplace issues, and facilitate improvements and morale;
- Performs special duties as assigned.

**QUALIFICATION REQUIREMENTS:** -- TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

**Knowledge of:**

- County, State, and Federal laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process;
- Court settings;
- Proper care and treatment of all types of animals;
- Proper use, care and maintenance of tools such as catch poles, traps, kennels, leashes and lariat ropes;
- Legal terminology and various state and federal codes and agencies;
- Applying concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Modern office procedures and equipment;
- Department and County policies, procedures and regulations covering specific areas of assignment.

**Skill in:**

- Motivation and supervision of employees.
- Communicating effectively, both orally and in writing, including writing routine correspondence, reports, and specialized legal documents;
- Providing mature, experienced judgments during potentially hostile situations as well as regarding the legal and technical aspects of law enforcement;
- Interacting safely with a wide variety of animals;
- Maintaining strict confidentiality;
- Establishing and maintaining cooperative working relationships with judges, managers, supervisor, employees, external public agencies and organizations, and the general public;
- Using initiative, discretion and decision making within established procedures, guidelines and rules;
- Defining problems, collecting data, establishing facts and drawing valid conclusion;
- Performing various mathematical calculations;
- Performing effectively under stressful working conditions;
- Multitasking and adjusting to constantly-changing projects and prioritizing job scheduling daily;
- Operating a computer and various software applications.

**EDUCATION, REQUIREMENTS, AND TRAINING:** -- THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE COUNTY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Experience and Training Guidelines:**

- High School graduate, GED or Equivalent, and three (3) years of animal welfare/health/behavior experience; OR an equivalent combination of education and experience; OR
- Two (2) years of supervisory experience;
- Basic computer skills, to include knowledge of Microsoft Office

#### **LICENSE & CERTIFICATION REQUIREMENTS:**

- Valid Texas Driver's License;
- Shelter Standards and Management Certificate (Humane Educators);
- Basic Animal Control Certification (Humane Educators);
- Euthanasia Certification (Humane Educators)

**PHYSICAL DEMANDS:** -- THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

**Environmental Conditions:** Duties and trainings are generally performed within Brazoria County in both indoor and outdoor environments. Occasionally, duties and trainings are performed outside Brazoria County. Exposure to extreme and stressful environmental conditions may include, but not limited to: Natural disasters; Manmade disasters; Exposure to toxic chemicals; Adverse weather conditions involving heat, cold, rain, wind, and ice; Exposure to bio-hazardous materials; Extreme driving conditions; High-voltage areas; Low-light to no light conditions; Bright light conditions; Smoky conditions; Areas containing dangerous and hostile person(s); Areas containing dangerous animals; Confined spaces; Areas in which heavy machinery may be operating; Roadways; Areas containing dangerous debris; Areas containing deceased animals and humans; Spaces not in compliant with local, state, and federal safety code and law regulations/laws.

**Physical Demands:** Certain physical abilities are required to ensure the essential functions of the position are able to be performed. These abilities may include, but not limited to: Walking, running, crawling, standing, sitting, jumping, kneeling, bending over, laying down for long periods of time; Discharge firearms; Operate a vehicle in normal situations; Carry, push, pull, drag, or hold medium to heavy objects, including a person; Maintain rational decision making abilities in life-threatening and high-stress situations; Speak and hear in order to communicate effectively in person, through telephone, and through emergency radios.

#### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.