PURPOSE OF THE CLASSIFICATION: Under direction is responsible for the operation of the Tulsa Animal Welfare (TAW) system including administrative, training, field, veterinary, and shelter services, including work with volunteer, other animal welfare organizations, and community partners, ensuring the humane treatment of animals in the care of shelter personnel while advancing the Tulsa Animal Welfare's lifesaving mission; and performs other related required duties.

ESSENTIAL TASKS:
- Maintains an effective, productive working relationship between Tulsa Animal Welfare and local and regional animal welfare organizations to promote adoption, vaccinations, spaying and neutering, and to ensure cooperative working relationships between groups to address the pet overpopulation problems in Tulsa as well as to increase opportunities for owner education and assistance
- Tracks the animal population, including intake and community-based outcomes, reducing the number of loose and abandoned animals in neighborhoods, increasing compliance with spay/neuter laws, and provides data to various audiences
- Supports and advances the work of the Tulsa Animal Welfare Commission
- Ensures best practices for handling and care of animals are in place and that staff is appropriately trained and certified in all aspects of their jobs and in current best practices in animal welfare
- Develops, implements, and updates consistent policies and procedures to protect the health and safety of employees, the public, and animals in the City's care
- Develops, implements, and updates strategies to reduce pet overpopulation in the city of Tulsa, to address the public safety concerns presented by loose and abandoned animals in Tulsa, to prevent and address cruelty to animals, and to educate the public about responsible pet ownership, including the importance of spaying/neutering, vaccination, and appropriate confinement
- Maintains an empathetic and professional presence in the communities being served, responding to citizen complaints compassionately and professionally, and works with City communications to ensure accuracy of information being disseminated to external media, authorities, boards, and commissions, administration, elected officials, and the public
- Ensures proper data input in operations software and utilizes a data-based approach, backed by sound science, and up to date best practices to evaluate the efficacy of programs, procedures, and outreach efforts
- Coordinates with law enforcement and prosecuting authorities to investigate and enforce laws and to develop and implement strategies to address repeat offenders
- Oversees the operational budget, ensuring the accuracy of finances as a responsible steward of public monies, and seeks funding opportunities through grants or charitable donations, particularly those targeted towards municipalities
- Periodically reviews and proposes updates to City ordinances, as needed and as appropriate
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

<u>Training and Experience</u> Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1) (a) Completion of sixty (60) hours from an accredited college or university; **and,** (b) Nine (9) years of experience relevant to the essential tasks listed in this job description is preferred;

   or,

2) (a) Completion of one hundred and twenty (120) hours from an accredited college or university; **and,** (b) Seven (7) years of experience relevant to the essential tasks listed in this job description is preferred.

<u>Specialized Experience</u>

Extensive experience with animal care and animal management is strongly preferred. Applicants with this experience will have priority.

<u>Knowledge, Abilities, and Skills:</u>

1. Good knowledge of the Guidelines for Standards of Care in Animal Shelters; knowledge of state, federal and local laws/regulations which relate to the management of a municipal animal welfare/control organization(s); knowledge of basic biology and animal physiology; knowledge of the animal welfare industry, including issues faced, challenges, and concerns in the field; and knowledge of the community. Ability to work in an environment with rapidly shifting priorities in order to respond to diverse concerns, emergencies, and crisis situations; ability to think strategically and creatively; ability to analyze and resolve problems; ability to represent TAW to a wide and diverse audience; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Excellent written and verbal communication skills.

2. Knowledge of personnel management principles, practices, and theories, and knowledge of planning methods, needs analysis, and research techniques as it applies to organizations and personnel development preferred. Leadership and personnel management skills preferred.

<u>Physical Requirements:</u>

1. Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling,

handling, smelling, and twisting, loud noises, strong smells, fumes, poor ventilation, chemicals, blood and other bodily fluids, disruptive people; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may be exposed to animal waste/dead animals, animal bites, disruptive people; and may be required to attend meetings and other events throughout the City.

EEO Code: E-04
Group: Public Safety
Series: Public Safety Technical
Pay Grade: EX-52
Pay Range: $84,349.58 - $140,054.41