



WAYNE COUNTY
COMMISSIONERS

Dave McMillen ★ Jonathan Hofstetter ★ Ron Amstutz

JOB ANNOUNCEMENT
Dog Shelter Manager

Job Stability! • Great Benefits! • Great Retirement System! • Great Team!

Do you love working with dogs and have a passion for finding them a good home, and keeping them safe and healthy? Would you like to work for a place that serves the public, has job stability, great benefits, great retirement system and a great team to work with? Would you like to have 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year)? If so, Wayne County is the place! The Wayne County Commissioners are currently accepting employment applications for the full-time position of Dog Shelter Manager. The normal hours of the position will be Tuesday through Saturday 9 AM-5:30 PM.

Duties include, but are not limited to:

- **EMPLOYEE MANAGEMENT, COACHING, AND TEAM LEADERSHIP:** Oversight of shelter staff; ensure proper standards are met and policies are being followed. Provide support, leadership, and direction to staff, volunteers, fosters, and customers. Ensure that goals are being achieved. Participate in medical, sheltering, and behavior meetings. Train, direct, motivate, guide, and supervise. Provide coaching for behavior, sheltering, and medical care. Provide expertise on the creation and implementation of the most current sheltering practices. Assist the Director with the recruitment, selection, hiring, and onboarding process for new staff.
- **ANIMAL MANAGEMENT:** Monitor all animals, conduct daily rounds to ensure they are properly housed, timely care is provided, and open communication between staff. Create daily treatment plans and coordinate activities of the shelter technicians. Identify, address, and resolve areas where enrichment or care need to be improved. Document care and charting records, ensure dogs are being properly evaluated both medically and behaviorally, monitor and document the progress of difficult dogs, implement solutions for over capacity.
- **PROGRAM MANAGEMENT:** Oversee the Shelter Coordinator and assist in effectively operating the Dog Shelter's Foster and Volunteer Programs.
- **SHELTER MANAGEMENT:** Ensure all areas of the shelter are being cleaned and assist when necessary. This includes but is not limited to office areas, common areas, kennel areas, and the garage. Oversee proactive and reactive facility maintenance, and order supplies

Applicants must submit a **required** employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to waynecountyhr@wayneohio.org. Or drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Katie Dailey. Questions? Call 330-287-5497.

Posted 8/28/24. Deadline 9/18/24.

Wayne County is an Equal Opportunity Employer

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407

commissioners@wayneohio.org

We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age