

MANAGER COMMUNITY PROJECTS**NATURE OF WORK**

This is responsible administrative and supervisory work in the development, coordination and implementation of community services.

An employee in a position allocated to this class is responsible for humane education, public information, animal licensing, fund raising and volunteers. Work is performed under the general direction of the Director of Animal Care and Control and is reviewed through conferences, reports and review of completed work.

EXAMPLES OF WORK

Issues counseling forms/disciplinary actions; handles employee and volunteer complaints and grievances; recommends the hiring, termination and promotion of staff.

Sets goals for the program; supervises and prepares staff and volunteers for in-school programs as they relate to animal care, animal cruelty, animal over population and animal regulation law.

Develops necessary audio visual materials such as slides, films, audio and videotapes, pamphlets and brochures for use during in-school and community programs.

Liaison with County Public Affairs for the dissemination of materials to promote public awareness of Animal Care and Control and animal welfare issues through the mass media.

Oversees the data processing and statistical data prepared for internal and external dissemination.

Trains and supervises the Volunteer Coordinator and oversees the volunteer program implementation.

Oversees the operation of the Division's computer desktops and the training and updating of all personnel using computers.

Coordinates fund raising activities of the Division including that developed by the Animal Control Advisory Board for the Spay Shuttle.

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of classroom approaches to learning.

Knowledge of rules and regulations governing animals.

Knowledge of volunteer recruitment, training and work assignments for volunteers.

Knowledge of Ordinance 98-22 that pertains to animal licensing and rabies control.

Knowledge of the Division's computer system and development of reporting methods for the program.

Ability to plan, develop and implement unique multi-media public programs.

MANAGER COMMUNITY PROJECTS - CONT'DMINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Education, Public Relations, Marketing or related discipline; three (3) years supervisory experience; or any equivalent combination of related training and experience.

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