

POSITION DESCRIPTION: Perry County Chief Dog Warden

DIRECT SUPERVISOR: Perry County Commissioners

REQUIREMENTS: Valid driver's license, possess or ability to obtain firearm training certification

EDUCATION: High School Diploma or G.E.D.

KNOWLEDGE: Bookkeeping & reporting, basic computer skills, proper telephone etiquette, public relations

OTHER: Communicates with County Commissioners, Health Department, and Local Police/Sheriff's Office as necessary. Resolves public complaints or complaints from Government Officials as necessary.

CLASSIFICATION: Department head, unclassified civil service, overtime exempt, safety sensitive

COMPENSATION: Hourly employee, required to use accrued leave for absences according to county policy

WORK SCHEDULE: Shelter hours 9am-5pm M-F, 9am-1pm Sat. Chief Warden will be responsible to schedule a weekend rotation hours of all employees in order to flex hours and not exceed a scheduled 40 hour work week. Emergency and "on call" duty requirements are eligible for compensatory time at the rate of 1.5 times the hours worked. Chief Warden will be on call as needed. Demonstrates regular and predictable attendance, and required to flex schedule.

POSITION/S SUPERVISED: Deputy Dog Warden. Ensures assignments are complete, provides training and evaluates employee performance; receives and resolves employee issues according to established guidelines; approves timesheets and leave requests; issues corrective action as necessary and submits timesheets to the commissioner's office. Ensures employees within the Department comply with all laws.

ESSENTIAL FUNCTIONS:

- Provides leadership and direction for the overall operation of the Dog Shelter.
- Provides daily supervision of employees and volunteers within the Dog Shelter.
- Ensures compliance with all Ohio Revised Code (ORC), federal, state, and county laws and policies.
- Prepares and monitors budget and all fiscal expenditures (accounts receivable, accounts payable, inventory, payroll, travel expense, purchasing, etc., following Perry County financial procedures.
- Oversees proper housing and daily care of animals in the shelter.
- Must be able to lift 50 pounds.
- Coordinates and oversees spay & neuter program, policy compliance of animal rescue programs and Volunteer/Community Service personnel program.
- Maintains mileage and maintenance logs on all vehicles and recommends repairs for all the Department's vehicles.
- Meets all job safety requirements and all applicable safety standards that pertain to the essential functions of the position and all agency safety procedures.
- Enforces statutes governing licensing and the regulation of dogs; investigates calls and complaints regarding, dogs running at large, dog bites, animal livestock kills, stray, hostile, injured, or sick animals; seizes and impounds animals (e.g., lifts, loads, transports, and unloads animals, etc.).
- Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.
- Identifies areas for improvement and recommends changes to the Board of Commissioners.

DUTIES:

Dog wardens and deputies have the general responsibility to enforce ORC Sections 955.01-955.27, 955.29-955.38, and 955.50-955.53. Following are the statutory duties of the county dog warden and deputies:

1. To keep a record of all dogs owned, harbored or kept in the county (ORC 955.12).
2. To submit a weekly written report to the county commissioners containing the following information:
 - a. Number of dogs seized.
 - b. Number of dogs impounded.
 - c. Number of dogs redeemed.
 - d. Number of dogs destroyed.
 - e. Number and amount of animal claims received (ORC 955.12).
3. To keep a record of all dogs impounded, their disposition, the owners' name and address, and a summary of the costs assessed. This must be filed quarterly with the county treasurer. (ORC 955.16 (E)).
4. To patrol the county and seize and impound all dogs found running at large and all dogs over three months old not wearing a valid registration tag. The following exceptions to this responsibility include:
 - a. Dogs wearing a valid registration tag that are on the premises of the owner of the dog and under reasonable control of the owner or another person, except in the case of a natural disaster.
 - b. Dogs hunting with their owner or handler.
 - c. Dogs constantly confined to a registered kennel or a high volume breeder licensed under ORC Chapter 956.
 - d. Dogs acquired by non-profits that train assistance dogs and dogs acquired by an Ohio non-profit teaching and research institution or organization.
5. To investigate claims for damages to animals.
6. To assist citizens in filing animal claim forms for animal loss or injury caused by a coyote or a black vulture.
7. To register dogs and kennels, if deputized by the county auditor.
8. To serve legal papers with reference to enforcing dog laws.
9. To assist health officials in enforcing a rabies quarantine order (ORC 955.26).
10. To assist health officials in enforcing a rabies vaccination order (ORC 955.26)
11. To seize and impound dogs after a person files an affidavit in court concerning dogs running at large or not having a valid registration. This authority is contingent upon issuance of a court order.
12. To enter into a contract with the Director of Agriculture to seize and impound dogs kept by high volume breeders or dog retailers licensed under ORC Chapter 956 if the Director determines the operator is in violation of this law or rules adopted by the Director
13. To apply to the common pleas court to enter the premises of the owner or keeper of a dog and seize a dog if the dog warden believes that a dog is being treated inhumanely. If the court believes there is probable cause, it will issue the order (ORC 955.12).

14. To report any violations of ORC Chapter 956, the high volume breeder licensure law, to the Director of Agriculture if the violations are apparent when the dog warden is performing investigations and inspections under ORC Chapter 955.

15. To designate dogs as nuisance, dangerous or vicious dogs, subject to appeal by the owner to a municipal or county court (ORC 955.222).

OTHER DUTIES INCLUDE:

1. Review this description annually with the Board of Commissioners and complete an annual performance review.
2. Prepare and monitor the budget for the Department.
3. Documents and reports all funds coming in and going out of the Department.
4. Enforces statutes governing licensing and regulations.
5. Investigates all claim and complaints received.
6. Issues warnings and citations to owners for non compliance.
7. Seizes and impounds dogs.
8. Cleans and maintains the Kennel.
9. Provide proper call for all dogs.
10. Maintains records of animal sales, licensing, claims and complaints.
11. Promotes public awareness of animal control laws.
12. Maintains all facilities, vehicles and equipment assigned to the department.
13. Attends and all meetings designated by the County Commissioners.
14. Follows and administers the Perry County and Procedures Manual.