

**PROOF OF EDUCATION REQUIRED WITH APPLICATION  
VACANT POSITION**

**DEPARTMENT: ANIMAL CONTROL**

**OBTAIN APPLICATION: <http://spaldingcounty.com/careers>**

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or to 119 E. Solomon Street, Human Resources Office**

**CLOSING DATE: open until filled**

Job Title Office Manager (Position #1107)  
Salary: Pay Grade 10; Hiring Rate \$44,657.60  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8 am- 5pm, Tuesday – Saturday, some overtime may be required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High school diploma or GED required; Associate or Bachelor's degree in Business Administration, Public Administration, or related field preferred. Three or more years of administrative, office management, or clerical experience. Experience in animal welfare, veterinary, public safety, or government environment preferred. Supervisory experience is highly preferred.

**GENERAL STATEMENT OF JOB:** The Office Manager provides high level administrative, operational, and clerical support to the Shelter Director and staff. This position ensures smooth day to day office operations within a fast paced animal shelter environment. Responsibilities include supervising office personnel, managing administrative workflows, coordinating financial and data reporting, assisting with public communications, maintaining compliance documentation, and supporting shelter programs. This position reports to the Animal Care & Control Director.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS NOT NECESSARILY PERFORMED BY ALL INCUMBENTS.

Oversees daily office operations, ensuring efficient workflow, professionalism, and timely completion of administrative processes.

Manages office procedures, forms, internal documentation, and administrative policies; recommends improvements to increase efficiency.

Coordinates scheduling, calendars, and meetings for the Director and staff.

Develops and maintains filing systems—digital and physical—for records including permits, citations, contracts, medical records, and confidential information.

Oversees front desk operations and ensures high quality customer service to the public, rescue partners, volunteers, and law enforcement.

Handles escalated customer concerns with professionalism and appropriate de escalation.

Provides accurate information regarding shelter policies, fees, adoptions, redemptions, licensing, and animal intake procedures.

Ensures GDOA and ADA compliance and accessibility of all public-facing documents and forms.

Manages daily cash handling: adoption fees, redemption fees, citations, donations, and other revenue.

Prepares daily, weekly, and monthly financial reconciliations and coordinates deposits with the Finance Department.

Assists the Director with budget monitoring, vendor payments, purchasing, requisitions, and inventory management.

Tracks grant expenditures and provides documentation for reporting requirements.

Oversees shelter data accuracy in shelter management software (e.g., ShelterLuv, PetPoint, Chameleon, Petfinder, Adopt-a-Pet, etc.).

Reviews all animal records for accuracy, completeness, and regulatory compliance.

Generates monthly, quarterly, and annual activity reports, including intake, outcomes, length of stay, euthanasia statistics, and state required documentation.

Prepares and supports data reports for county leadership, grant funders, or public records requests.

Assists Director with onboarding, training scheduling, payroll timesheet coordination, and personnel documentation.

Tracks staff certifications, training records, and continuing education requirements (e.g., euthanasia certification, animal handling training).

Schedules staff meetings and assists with internal communications.

Provides administrative support for volunteer programs, rescue partnerships, community outreach, and special events.

Helps maintain compliance documentation for state agricultural inspections, kennel licensing, and public safety requirements.

Assists with drafting internal SOPs, public notices, website updates, and community alerts.

Supports records management for animal control cases, bite reports, court documentation, and evidence tracking. Tracks office, kennel, and medical supply inventories and coordinates purchasing.

Ensures vendor contracts remain current and assists with procurement selection processes and bid submissions.

Maintains warranty information, maintenance logs, and service agreements for office equipment.

Drafts correspondence, memos, reports, meeting minutes, and public documents.

Manages department email accounts and ensures timely responses.

Assists with social media or website updates as directed by the Director (following county communications policies).

Ensures brand alignment with shelter initiatives and public campaigns.

Performs other related duties as assigned.

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February 01, 2026