

VACANT POSITION
DEPARTMENT: ANIMAL CONTROL
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to the HUMAN RESOURCES OFFICE
CLOSING DATE: Position will remain open until filled

Job Title: Animal Care and Control Director (Position #1104)
Salary: Salary: Depending Upon Qualification
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 am - 5:00 pm; Monday-Friday

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

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required; with three to five years of experience involving animal shelter management, animal control, animal handling, supervision, and public interaction (preferably within a local government); or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Requires emotional control when destroying animals at shelter. Must possess and maintain a valid Georgia Drivers License. Must complete mandate training for supervising minimum-security state inmates within probationary period.

GENERAL STATEMENT OF JOB: The purpose of this job is to manage and direct the day-to-day operations of the Animal Shelter of Spalding County. Duties include supervising and coordinating all animal control activities, operating the animal shelter, responding to complaints, and performing other responsibilities as assigned. Reports to the County Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of animal control devices. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to forty pounds of force frequently. Physical demand requirements are at levels of those for heavy physical work. Must be able to lift and/or carry weights of eighty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.

Investigates animal cruelty and neglect charges; performs related duties to promote compliance.

Directs and manages the day-to-day activities of the animal shelter.

Ensures that euthanasia of animals is performed according to standards and regulations.

Supervises minimum security or trusty state inmates at the Shelter or in the field and attends training as required to remain qualified.

Responds to questions, complaints and open records requests for information by telephone, in person or by mail from citizens, employees, and department heads.

Instructs and counsels staff in coordinating activities, planning work of others and day-to-day operations.

Responds and corrects situations that arise regarding employee problems.

Prepares, maintains and updates files and logs following prescribed methods.

Performs other related duties as required.

August 19, 2026
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