

**POSITION DESCRIPTION**  
**ASHLAND COUNTY**  
**KENNEL MANAGER, ASHLAND COUNTY DOG SHELTER**

**JOB RESPONSIBILITIES:**

- ◆ Under the Ashland County Commissioner's supervision, the kennel manager at the Ashland County Dog Shelter provides support for the kennel's operations, including training and managing kennel workers and their schedules. Must be available to fill in for kennel workers on weekends and holidays, if needed. As kennel manager, you are responsible to make sure that all shifts are covered.
- ◆ Must also be able to perform general cage cleaning, feeding, watering, vaccinating and euthanizing dogs as needed, along with managing the health and well being of all animals in your care
- ◆ Must be willing and able to follow all policies and procedures as set forth in the Ashland County Dog Shelter Rules & Regulations Manual
- ◆ Must be able to maintain respectful working relationships with the Dog Warden, Humane Society, Ashland County Commissioners, any and all employees that you supervise, and members of the general public
- ◆ Must be willing to make staffing decisions to be presented for action by the Ashland County Commissioners, including the hiring and dismissal of kennel workers
- ◆ Must be willing to oversee the volunteer program at the dog shelter, including the dismissal of volunteers
- ◆ Will fill in for Office Manager as needed, including daily lunch breaks. These duties include the sale of dog licenses, dog adoptions, creating kennel cards, and answering/returning phone calls and emails

**QUALIFICATIONS:**

- ◆ Must have 6 months of documented experience working with and managing dogs
- ◆ Must have 6 months experience effectively supervising and managing employees
- ◆ 18+ years old and high school diploma
- ◆ Must be physically fit, able to lift and carry up to 80 pounds
- ◆ Must be able to work with the public

- ◆ Must be able to make decisions regarding the euthanasia of dogs, per written policy

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Department policies and procedures*</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively in written and oral form</li> </ul>
<ul style="list-style-type: none"> <li>• County policies and procedures*</li> </ul>	<ul style="list-style-type: none"> <li>• Must be physically fit and able to lift or move dogs from kennel to kennel, inside or outside as needed, or from vehicles to kennels</li> </ul>
<ul style="list-style-type: none"> <li>• Must be willing to obtain training to vaccinate and euthanize dogs*</li> </ul>	<ul style="list-style-type: none"> <li>• Must be able to medically treat dogs as needed</li> </ul>
	<ul style="list-style-type: none"> <li>• Must be able to lift and carry up to 80 pounds</li> </ul>
	<ul style="list-style-type: none"> <li>• Must transport dogs to veterinarian for spay/neuter or as needed</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop and maintain an effective working relationship with commissioners and co-workers.</li> </ul>

\*may be obtained after hire

**MISCELLANEOUS**

Performs additional duties and assignments, as requested

November 13, 2024