



YourSPCA.org || 300 Harlem Road
716.875.7360 || West Seneca, NY 14224

Job Title: SPCA Assistant Manager - Animal Care
Department: Animal Care/Facilities at 300 Harlem Road, West Seneca, NY
Reports To: Director of Building and Grounds
FLSA Status: Hourly, Non-Exempt
Full Time: 40 hours/wk. Tuesday – Saturday, 8:00am – 4:30pm

SUMMARY

Assists with the planning, organizing, scheduling, training and developing of animal care employees and volunteers. Perform interviewing and hiring of staff and evaluating and administering discipline.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Follows the organization's mission, vision and value statements.

Animal population management requiring collaboration with other managers including the infirmary to develop and maintain a flow of residents in and out of the shelter.

Train, monitor and assist staff and volunteers as needed to complete jobs around the shelter.

Receive and handle all incoming animals from the admissions lobby to the infirmary with planned case management for each animal.

Coordinate and help develop plans to deal with infectious disease in the shelter.

Assists with weekly scheduling of staff and volunteers.

Performs daily duties of animal care staff as needed.

Assists with developing Standard Operating Procedures, communicating and enforcing same with staff and volunteers.

SUPERVISORY RESPONSIBILITIES

This job assists with the daily supervision of: up to 20 animal care staff including 6-8 volunteers. This role carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees and volunteers; planning, assigning and directing work; appraising performance; rewarding and disciplining employees and volunteers; addressing complaints and resolving problems.

COMPETENCIES

1. Communication Proficiency
2. Collaboration Skills
3. Leadership
4. Organizational Skills
5. Teamwork Orientation
6. Technical Capacity
7. Animal Handling

2-3 years supervisory experience and animal handling required. Submit cover letters and resumes to: Human Resources Manager, leslies@yoursPCA.org. No phone calls please. Submit by 8/5/18.