



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Public Health & Social Services**

Position: **Animal Shelter Manager**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular/Full-Time**

Salary Range: **Grade 124: \$5,667– \$7,617/Mo.**

Posting Opens: **May 20, 2024**

Closing Date: **Open until filled**

DEPARTMENT / OFFICE

Position available in the Lewis County Animal Shelter located at 560 Centralia-Alpha Rd., Chehalis, WA

POSITION SUMMARY

Under limited supervision, provides leadership, direction, and administration of Lewis County Animal Shelter operations. The position is responsible for supervising staff, planning, training, property management, animal health, public safety, educating the public, customer service, budget management, promotion of positive animal welfare issues, and performing related administrative functions.

See <https://jobs.lewiscountywa.gov/> for complete job description and requirements.

HOW TO APPLY

Apply online at <https://jobs.lewiscountywa.gov/>

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation, and possesses knowledge, skills, and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

Associate's degree in animal science, business, or related field, and five (5) years of experience in animal shelter operations and management or a related field, and three (3) years supervisory and leadership experience, or an equivalent combination of education and experience.

A valid Driver's License is required; must complete First Aid/CPR training programs and pass a background investigation. Specific technical training and certifications are required, including Legend Drug and chemical capture certification. Must be able to obtain both Washington State Department of Health and United States Drug Enforcement Administration licenses for schedule 2N controlled substances.

APPLICATION REQUIREMENTS

Please include the following documents as an attachment to your application:

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.

Note: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.