

# MANAGER – SOUTH BAY PET ADOPTION CENTER JOB ANNOUNCEMENT

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**Primary Function:** Responsible for managing the daily operations of the South Bay Pet Adoption Center; supervising staff, overseeing impound and adoption of animals. Manager may also work in the field at outreach and public relations events.

## **Essential Duties and Responsibilities:**

- Manage the daily activities of the South Bay Pet Adoption Center to ensure safe, sanitary and humane operations that are consistent with Society policy and in compliance with OSHA regulations.
- Supervise the proper care and feeding of the animals in spcaLA's care and assist where needed.
- Oversee or perform the impoundment, release, screening and selection, and adoption of animals in accordance with Society policies.
- Prepare, generate and/or review shelter daily activities and operating reports, supply orders, safety inspections and contract city billings.
- Ensure that high quality customer service is provided to the public by all staff, volunteers and vendors.
- Supervise all shelter personnel and carry out supervisory responsibilities in accordance with Society policies and applicable labor laws.
- Assist in training of staff.
- Develop and execute yearly work plans and budgets.
- Communicate and collaborate with other departments within Society to assure needed services are provided and possibly enhanced.
- Inspect facility and ensure proper maintenance and professional appearance.
- Represent the Society in a professional and courteous manner at all times and exercise maturity and good judgment.
- Work closely with contract cities and personnel.
- Perform mobile adoptions, media appearance and shelter tours as needed.
- Other duties as assigned.

## **Job Related and Essential Qualifications:**

- Minimum 2-3 years experience in a lead supervisory role. Prior experience in an animal-sheltering, kennel or veterinary environment with a public or private agency preferred.
  - Work well and communicate effectively, both orally and in writing, with the public, staff, vendors and volunteers
  - Ability to operate a vehicle observing legal and defensive driving practices and operations of vehicle under all types of weather road conditions. Must maintain insurability to operate agency vehicles as a condition of employment.
  - Ability to assist in euthanasia of animals in accordance with Society policy and State mandates
  - Work with and restrain animals of all sizes
  - Execute projects with little or no supervision
  - Ability to multi task and problem solve efficiently in a fast paced environment
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**Knowledge of:**

- State and Federal laws, ordinances and regulations relating to animal care and OSHA compliance
- Safe/humane handling of animals of varying sizes, temperaments and strengths
- Various breeds of dogs, cats and other domestic animals, various kinds of animal behavior and illness identification
- Computer skills which include Excel, Word, Outlook, Database familiarity and Power Point
- Usage of office equipment (computer, typewriter, copier, fax machine, telephone, etc.)

**Physical demands:**

- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk and hear
- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different levels of height
- Perform works, which involves frequent lifting, carrying and/or pushing of 50 lbs., and occasionally lift, push and/or move up to 100 lb. or more

**Working Conditions:**

- Dealing with possible unruly, vicious, sick, injured and dangerous animals and impounding the same safely and humanely. Possible exposure to parasites and infectious diseases
- Dealing with possible hostile public
- Exposure to all types of weather conditions
- Heavy and fast-paced workload; strenuous physical activity
- The noise level in performing this job varies depending on the task being performed

**Application Procedure:**

Qualified candidates, please submit a resume and cover letter with your salary requirements. Resumes submitted without a cover letter will not be considered. You may fax resume to Human Resources @ 323-730-5335 or email to [jobs@spcaLA.com](mailto:jobs@spcaLA.com).

**Salary:** \$55-\$62k/yr This is a full-time exempt position with benefits

**Application Deadline:** Open Until filled

**Employment Location:** spcaLA South Bay Pet Adoption Center  
12910 Yukon Avenue  
Hawthorne, Ca 90250.

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