



Society for the Prevention
of Cruelty to Animals
Los Angeles, since 1877

Manager – spcaLA Pet Adoption Center JOB ANNOUNCEMENT

Primary Function: Responsible for managing the daily operations of the Los Angeles Bay Pet Adoption Center; supervising staff, overseeing care and adoption of animals. Manager will also participate in outreaches and events.

Essential Duties and Responsibilities:

- Manage the daily Los Angeles PAC activities to ensure safe, sanitary and humane operations that are consistent with Society policy and in compliance with OSHA regulations.
- Ensure the proper care and feeding of the animals in spcaLA's care and assist where needed.
- Oversee the screening and adoption of animals in accordance with Society policies.
- Oversee the call center and ensure calls are answered efficiently and professionally.
- Prepare, generate and/or review shelter daily activities and operating reports, supply orders, and safety inspections.
- Ensure that high quality customer service is provided to the public by all staff, volunteers and vendors.
- Effectively supervise all PAC personnel and carry out supervisory responsibilities in accordance with Society policies and applicable labor laws.
- Oversee the training and development of staff.
- Manage scheduling to ensure adequate staffing and process payroll.
- 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 a professional appearance.
- Evaluate and make recommendations for humane euthanasia of animals according to spcaLA policies and protocols.
- Represent the Society in a professional and courteous manner at all times and exercise maturity and good judgment.
- Work closely with all PAC Management.
- Oversee mobile adoptions and shelter tours.
- May be deployed to disasters as needed
- Other duties as assigned

Job Related and Essential Qualifications:

- Minimum 3-4 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
 - 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

Salary Range: **\$59,300/yr** This is a full-time exempt position with benefits.

Employment Location: spcaLA Pet Adoption Center
5026 W. Jefferson Blvd., Los Angeles

Application Deadline: Position Open Until Filled

Please email resume with cover letter to jobs@spcala.com
