

**County of Grundy – Job Posting  
Animal Control**



**Date of Posting:** March 28, 2024  
**Applications Accepted Until:** Posted until filled  
**Job Title:** Animal Control Director  
**Department:** Animal Control  
**Reports To:** County Administrator  
**FLSA Status:** Full-time, Exempt  
**Rate of Pay:** \$65,000 - \$75,000

---

**SUMMARY**

Director is responsible for managing the day-to-day operation of the Animal Control facility in compliance with local ordinance and State Statute, 510 ILCS 5/, 225 ILCS 605/, 720 ILCS 5/, 510 ILCS 70/ and all associated Administrative Codes. The Director is responsible for ensuring the humane treatment of animals while in the care and custody of the Animal Control Facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES including but are not limited to the following:**

1. Ensures that all required licenses are maintained for necessary operations of the Animal Control Facility including but not limited to: Animal Control Facility License, Certified Euthanasia Agency, Certified Euthanasia Agency CS, and DEA Licenses.
2. Oversees County the licensing system to maintain accurate record-keeping to control and prevent the spread of rabies in the County.
3. Develops the annual operating budget, recommends capital expenditures, and maintains all department financial records.
4. Prepares monthly bills for payment to be presented to County Board Committee.
5. Balance, record, and submit all cash, check, and credit card deposits.
6. Ensures that all state and local directives regarding animal intake, animal disposition, and bite protocol are followed.
7. Supervise and participate in the euthanasia process in accordance with established procedures and maintain appropriate records according to the DEA and State Law.
8. Manages the contractual relationship between the county and local municipalities for Animal Control Services.

9. Oversees and enforces Chapter 2, Animal Control, of the Grundy County Code and as required, appropriate sections of the Illinois Compiled Statutes.
10. Oversees and or investigates all possible rabies exposures, reports of vicious and dangerous animals, and all claims of livestock killed or injured by stray dogs.
11. Responds to questions, concerns, or complaints from animal owners, officers, the public, or organizations; handles irate citizens and difficult situations arising from the enforcement of Animal Control Ordinances and laws. Must be able to communicate with emotional citizens in a calm and professional manner.
12. Testifies in legal proceedings involving violations of local or state animal control laws when necessary.
13. Promotes positive morale, creativity, and teamwork among staff.
14. Actively participates as a member of the executive team, attends applicable meetings, and participates in strategic and annual planning.
15. Demonstrates excellent communication and problem-solving skills when interacting with the public.
16. Possess necessary computer skills to operate and maintain department software and custom programs to ensure network accuracy, security, and virus protection.
17. Takes emergency calls in the absences of other employees and performs duties in their absence to insure uninterrupted services to county residents.
18. Performs other job-related work and duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Directly manages all employees of Animal Control. Responsibilities include interviewing, hiring, training, planning, assigning, directing work, appraising performance, rewarding, and disciplining employees.

#### **EDUCATION and/or EXPERIENCE**

Associate degree (A. A.) or equivalent from two-year College or technical school; or one-to-three-year related experience and/or training; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as state and local laws, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.  
Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Illinois Driver's License required. Obtain the Illinois Certified Euthanasia Technician License within one year of employment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The qualifications and physical demands are representative of those that must be met for successful job performance. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**TO APPLY:** Candidates must meet the minimum requirements for the position to be considered.

Send resume and salary requirements to [HR@grundycyco.org](mailto:HR@grundycyco.org) with **"Animal Control Director"** in the subject of the email.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.*