

## Job Announcement

### Building Director

The Stevens Community Humane Society is seeking a dynamic individual to fill the position of Building Director. This person will be responsible for the intake, socialization and placement of shelter animals, as well as communicating with the public, volunteer coordinator and board of directors.

SCHS is located in Morris, MN. We are a small non-profit animal sheltering and animal welfare organization providing quality care to the animals of Stevens County.

## JOB DESCRIPTION

JOB TITLE: BUILDING DIRECTOR

DEPARTMENT: ANIMAL CARE

ACCOUNTABILITY: BOARD OF DIRECTORS SCHS

FUNCTION: ASSUMES THE RESPONSIBILITY OF OVERSEEING ALL ASPECTS OF THE SHELTER RELATED TO CARE AND PLACEMENT OF SHELTER ANIMALS. ENSURES THE SAFE TREATMENT OF ALL SHELTER ANIMALS WHILE UPHOLDING THE HIGHEST STANDARD OF CARE.

### DUTIES AND RESPONSIBILITIES:

1. Oversees all aspects of the day to day animal care operations. Ensures that work is done in a timely fashion and in accordance with established procedures and state laws.
2. Maintains an approved standard of care of animals in the shelter as well as the maintenance of shelter equipment
3. Identify health and safety concerns, temperament issues, safe and humane handling and adoptability of shelter animals and report to SCHS board.
4. Works with SCHS board to create and implement various Animal Care protocol and record keeping
5. Ensures a high level of communication with the public, volunteers, Volunteer Coordinator, and SCHS board.
6. Establishes and maintains a written equipment and daily operational supply inventory ensuring that necessary tools and resources are readily available to staff when needed.
7. Assures the maintenance and use of shelter operational software, maintaining animal records as required and reviews the work of others on a regular basis to ensure that accurate and timely information is available and current. Responsible for animal statistics reports throughout the year using PawTrax.

8. Provides on call support including shelter emergencies on an as needed basis.  
This may include impound calls when possible. Informing SCHS board time requested off for holidays and vacations one month in advance.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE  
AND EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY  
RELATED BUSINESS DUTIES THAT MAY BE REQUESTED BY SCHS  
BOARD.

## QUALIFICATIONS:

1. High school graduate or GED equivalent.
2. Two years college work preferred.
3. Must submit to a background check and have no felony alcohol or drug related convictions.
4. Treats animals humanely, with compassion and concern both on and off the job and transmits these values to others.
5. Excellent communications, public relations, supervisory and written skills.
6. Shows maturity, good judgment and performs duties in a professional manner.
7. Accumulated knowledge of and compassion for domestic animals
8. Experienced in working with governmental agencies, community groups, volunteers and/or animal welfare organizations.
9. Demonstrated capability to be a self-starter, facilitator, organizer and innovator.
10. Ability to plan and implement projects with little supervision and must be able to work independently.
11. Ability to operate a personal computer, word processing software, copy machine, Facebook, Petfinder, WIX, and answer telephones in the prescribed manner.
12. Valid Minnesota driver's license with good driving history.
13. Must be in good physical and mental health with no allergic condition, which might be aggravated by exposure to animals.
14. Ability to lift 50 lbs.

## WORKING CONDITIONS:

1. 10-hour workweek, including weekends and evenings as scheduled. (hours are subject to change upon agreement of the shelter manager and SCHS board.
2. Compliance with current SCHS SOP.
3. Frequent contact with the public in a fast-paced and changing work environment, which, at times, may be stressful or emotionally charged.
4. Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and intermittent exposure to parasites and infectious diseases.
5. Willingness to attend training programs and to upgrade skills as needed.

THE SCHS RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION AS NECESSARY OR AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.