

VACANCY ANNOUNCEMENT

Job Title: Associate Manager, Behavior

Regular Full Time

Range Minimum: \$16.88/hour

Non-Exempt Position

Opening Date: July 9, 2010

Closing Date: August 6, 2010

(Open until filled)

PRIMARY RESPONSIBILITIES:

- Assists in the management and development of programs to enhance adoptability, increase animal behavior education, promote good public relations and ensure the continued progress and growth of the program and initiates annual goals for the Department.
- Assists in managing and supervising department staff and volunteers in the performance of their respective accountabilities.
- Assists with the preparation of annual Behavior Department budget; and the monthly monitoring of departmental revenue and expenses.
- Consults with other League staff on improving and developing procedures and assessment tools for the behavioral evaluation of animals in the care of the League.
- Works closely with BEHAVIOR staff members and volunteers who conduct obedience classes for puppies, Kitten Kindergarten, and Cats and Clickers classes.
- Recruits volunteers on an individual and/or group basis to respond to telephone calls on behavioral Helpline from patrons who have animals with behavioral problems. Coordinates training classes; and supervises and monitors telephone calls.
- Will be trained as a Certified Euthanasia Technician; performing euthanasia on a weekly (or as needed) basis.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelors degree (or equivalent experience) and minimum 1 year professional experience in applied animal behavior; or related field and previous animal handling experience.
- Minimum of at least one year supervisory experience.
- Excellent interpersonal skills with demonstrated ability to communicate effectively both orally and in writing.
- Computer competency in a Windows based environment.
- Excellent organizational and planning skills.
- Ability to speak effectively before groups of people
- Previous experience working with volunteers preferred.

WORKING CONDITIONS:

Works in an area with a high noise level. Occasional lifting up to 75 lb. with reasonable accommodations. Frequent walking, bending and stooping in kennel areas. Subject to animal bites and scratches.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

Current Employees: Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**

All Other Applicants: Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org