

# Director – Greensburg/Decatur County Animal Shelter & Animal Control

## Position Overview

The Director of the Greensburg/Decatur County Animal Shelter and Animal Control Department is responsible for overseeing all aspects of shelter and animal control operations. This includes ensuring the humane care of animals, supervising staff and volunteers, managing community engagement and fundraising efforts, and enforcing local and state animal welfare regulations. The role demands strong leadership, strategic planning, and a deep commitment to animal welfare and public service.

## Leadership & Operations

- Direct daily operations of the shelter and animal control services.
- Supervise and manage staff and volunteers, including hiring, training, performance evaluation, and delegation of duties.
- Maintain accurate records of animal intake, disposition, euthanasia, and controlled substances.
- Ensure compliance with local, state, and federal animal welfare laws and controlled substance regulations.
- Oversee shelter maintenance including HVAC, snow removal, and sanitation.
- Represent the shelter and animal control department at board meetings and community events.
- Serve as Animal Control Officer when needed.

## Animal Care & Control

- Ensure proper medical treatment, nutrition, and enrichment for all animals.
- Perform vaccinations, parasite treatments, and disease testing (e.g., heartworm, parvo, feline leukemia).
- Make informed decisions regarding veterinary care, euthanasia, and quarantine procedures.
- Supervise and manage low-cost and in-house spay/neuter programs.
- Maintain control of contagious diseases and enforce adoption policies accordingly.
- Collaborate with rescue groups and transfer partners to manage shelter population.
- Implement and oversee Trap/Neuter/Release programs.

## Community Engagement & Fundraising

- Act as the public face of the shelter and animal control department.
- Lead fundraising campaigns and events to support operations.
- Develop educational outreach programs promoting responsible pet ownership.
- Foster relationships with donors, volunteers, law enforcement, and local officials.
- Secure grants and other funding sources to support shelter programs and equipment.

## Strategic Planning & Reporting

- Develop and execute long-term strategic plans for shelter and animal control growth.
- Identify opportunities for service expansion and operational improvements.
- Provide regular reports to the Shelter Board of Directors, County Council, County Commissioners, and Greensburg Mayor.

## Required Experience & Qualifications

- High school diploma or HSE; must be at least 18 years of age.
- Minimum 5 years of management experience, preferably in animal welfare or public service.
- Ability to pass medical exam, background check, and drug test.
- Experience in shelter, rescue, veterinary clinic, or animal husbandry (leadership preferred).

- Knowledge of animal control ordinances, disease prevention, and humane handling.
- Budget management and grant writing experience.
- Strong communication, conflict resolution, and public relations skills.
- Valid driver's license and safe driving record.

### **Preferred Background (Not Required)**

- Non-profit management experience.
- Veterinary technician experience.
- Government or law enforcement experience.

### **Work Environment & Physical Requirements**

- Work performed in shelter, outdoors, and in vehicles.
- Physical demands include lifting animals up to 100 lbs, walking/standing for long periods, and exposure to inclement weather and hazardous conditions.
- Must be able to work extended hours, weekends, evenings, and be on-call as needed.
- Safety precautions and protective clothing required when handling animals.

### **Work Relationships**

Maintain frequent contact with co-workers, other County departments, law enforcement agencies, animal organizations, veterinarians, and the public.

Incumbent reports directly to the County Commissioners. Position is full time, non-exempt.

Interested applicants should complete an online application and submit to [hr@decaturcounty.in.gov](mailto:hr@decaturcounty.in.gov)

*Decatur County is an Equal Employment Opportunity Employer*

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