



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Animal Shelter Manager

LOCATION: Animal Shelter

OPENING DATE: July 5, 2016

CLOSING DATE: Until filled

JOB NUMBER: JN16-56AC

CLASS CODE: 1253

SALARY: \$32,425 - \$38,751 (DOQ) with *excellent benefits package*

FLSA STATUS: Exempt

PRIMARY FUNCTION: The purpose of this position is to manage and coordinate the day to day operations of the Town's Animal Shelter.

QUALIFICATIONS: High school diploma or GED; supplemented by three (3) years previous experience and/or training involving office administration, secretarial work, basic bookkeeping, customer service, record management, personal computer operations, and experience in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid Motor Vehicle Operator's License.

SPECIAL REQUISITES: National Animal Control Association (NACA) certification required within one year of hire.

NOTES: Must be flexible with weekday and weekend working hours. Normal hours are 8 a.m. – 5 p.m. Must be available after hours for call out and have good animal handling skills. Computer skills required at a level acceptable to the department. Minimum of 2 years experience in animal related field, preferably shelter administration/management, is desired. Must be able to pass a work related physical and drug test. Must be able to lift objects or animals over 100 pounds. Regular physical exertion is required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.