Animal Care & Control Director

The City of Lytle is looking to hire its next Animal Care & Control Director. Under administrative direction this position is responsible for the management and administration of the City of Lytle Animal Control Facility and field operations of the Animal Control Officers (ACO’s) and other support staff. This position should work to ensure and promote responsible pet ownership, and the safe treatment and transport of animals. This is a salary position that ranges from $45,000 – $50,000 depending on experience and active licenses.

Roles & Responsibilities:

- Manages the Animal Control facility, plans, directs, and coordinates all activities of the Animal Control Officers and supporting staff of the Animal Care and Control Department. Clean, Feed, medicate, and euthanize (when necessary), all animals in the facility. Monitor animals for illness or injury. Maintain medication chart for animals receiving care, including ability to give injections.
- Maintains and oversees required training of all Animal Care and Control department employees. Maintains timesheets and develops appropriate scheduling of all Animal Care and Control staff.
- Coordinates fundraising activities, by planning and scheduling events, preparing associated venues, arranging volunteers, and promotion of fundraising events.
- Facilitate the fostering and/or adoption of animals within the facility, working closely to identify proper placement of animals.
- Assist Animal Control Officers (ACO’s) in the transportation of animals in a safe and secure manner, taking animals to the vet as necessary or out of state transport pick-up sites.
- Ensure proper maintenance of the Animal Care & Control facility, developing maintenance logs, cleaning schedules, and elimination of unsafe working conditions.
- Work with Administration and Finance staff in maintenance of department budget as adopted by City Council. Review of monthly bills ensuring accuracy.
- Attend monthly City Council meetings reporting on all activities and events pertaining to the department.
- Attend conferences and network with other agencies, rescues, facilities in the promotion of adoption and fostering of animals.

Job Requirements:

- HS Diploma or GED equivalent.
- Valid Texas Driver’s License.
- Continual Job Progression with a Minimum of two (2) years of management experience.
- Knowledge of applicable State and Local Codes related to the Care and Control of Animals.
- Hold their Texas Basic Animal Control Certificate or ability to obtain within one (1) year of hire.
- Computer Skills including use of social media and preference given to applicants with experience in use of shelter management software.
- Physical: ability to lift fifty (50) pounds, able to work in hot/cold weather and in loud environments.

Interested candidates should email a completed application for employment along with their resume and cover letter to: zachary.meadows@lytletx.org. Applications can also be picked up at Lytle City Hall located at 14916 Main Street Lytle, TX 78052. Applications accepted until April 5, 2024.