

Christian County Government

Animal Shelter Position

Job Title: Animal Shelter Director

Supervisor: County Judge Executive/ Designee

Animal Shelter Director – Job Description

Position Summary

The Animal Shelter Director is responsible for overseeing all daily operations of the animal shelter to ensure humane animal care, effective shelter management, and compliance with local, state, and federal regulations. This role provides leadership to staff and volunteers while managing resources, budgets, and community relationships to support positive outcomes for animals and the public.

Key Responsibilities

Animal Care & Welfare

- Ensure humane treatment, health, and safety of all animals in the shelter
- Oversee intake, housing, feeding, medical care, enrichment, and adoption processes
- Work with veterinarians to coordinate medical treatment, vaccinations, and spay/neuter programs
- Establish and enforce animal care protocols and disease prevention procedures

Shelter Operations

- Manage day-to-day shelter operations, including scheduling, facility maintenance, and sanitation
- Develop and implement operational policies and procedures
- Maintain accurate records for animal intake, outcomes, medical care, and licensing
- Ensure compliance with applicable animal welfare laws and regulations

Staff & Volunteer Management

- Hire, train, supervise, lead, and evaluate shelter staff
- Recruit, train, and support volunteers
- Foster a positive, professional, and compassionate work environment
- Address employee performance issues and resolve conflicts as needed

Budget & Administration

- Develop and manage the shelter's operating budget

- Monitor expenses and ensure responsible use of public or donated funds
- Prepare reports, statistics, and documentation as required
- Seek opportunities for grants, donations, and cost-effective operations

Community Relations & Public Engagement

- Serve as a public representative for the shelter
- Promote adoption, fostering, and responsible pet ownership
- Respond professionally to public inquiries and concerns
- Build partnerships with rescue groups, veterinarians, and community organizations

Qualifications

- Experience in animal care, shelter operations, or animal welfare management
- Proven leadership and staff supervision experience
- Strong organizational, communication, and problem-solving skills
- Knowledge of animal behavior, handling, and shelter best practices
- Ability to manage budgets and administrative responsibilities
- Ability to work in emotionally challenging situations with professionalism and compassion
- Must be able to pass an FBI background check
- Must be prepared to obtain Euthanasia License and appropriate classes deemed necessary for Animal Shelter Director
- High School Graduate or GED equivalent
- Valid Drivers License

Physical & Work Requirements

- Ability to safely handle animals of varying sizes and temperaments
- Ability to perform physical tasks including lifting, cleaning, and standing for extended periods
- Willingness to work evenings, weekends, and on-call hours as required

Benefits

- Vacation and Sick time is offered based on years of service
- Retirement Benefits
- Life Insurance and Health Insurance

Overview

The Animal Shelter falls under the Judge Executive of Christian County. As a government office is it important that we work as a team and reflect positively on Christian County. The Christian County Animal Shelter is a Tri-County Animal Shelter, meaning we take in animals from Todd and Trigg County. Building relationships in a positive way is very important to the community and our neighboring counties.

