

Manager Job Description

As Manager of the Humane Society of Southern Illinois, one is required to perform all duties outlined for Client and Animal Care Associate and the Assistant Manager positions, which are attached to this document. The manager is required to be collaborative, professional, and seek to advance the HSSI animal welfare program. Unique responsibilities include, but are not limited to the following:

Animal Care

1. Accountable for creating a collaborative environment, ensuring all animals in the care of HSSI receive proper daily care and that all cleaning/disinfecting, feeding, and medical protocols are followed with consistency and compliance with all policies of HSSI and/or state and federal animal welfare laws.
2. Responsible for ensuring best practices in managing the care of all animals including safety, housing, feeding, enrichment, and adherence to medical requirements.
3. Responsible for performing and/or assisting with humane euthanasia, using the best practices as defined by the Board of Directors.
4. Responsible for updating Board of Directors on the most up to date best practices for animal care, cleaning and feeding, including, but not limited to, euthanasia.
5. Maintain contact with current rescue organizations and develop relationships with new rescue organizations to facilitate transfers and to expand the number of rescues that HSSI participates with.
6. Delegate responsibilities, as needed, to ensure productivity and humane care of all animals at HSSI.
7. Ensure that all animals in the adoption program are spayed or neutered in a timely manner and ensure that all animals are delivered to and returned from the veterinarian.
8. Communicate with Veterinarian about all health concerns of an animals, beyond the realm of basic knowledge.
9. Evaluate each animal that is released to HSSI and determine a treatment and/or holding protocol for each animal. Each animal shall be either held while awaiting rescue, placed in the adoption program, or euthanized.
10. Ensure that the basic care needs of the homeless animals residing at HSSI are met with food, water, housing, medication, etc., and upholding the highest quality care standards.
11. Oversee cleaning and disinfecting, as well as developing and implementing cleaning and disinfecting protocols and ensuring compliance with HSSI policy and state and federal laws.
12. Overseeing medical protocols and medical treatments of all animals.
13. Closely observing and monitoring all animals to assess and report to veterinarian any signs of sickness or abnormalities in behavior.
14. Overseeing housing placement of all animals, focusing on optimizing the capacity of the adoption program to ensure the highest achievable number of animals in the adoption program.
15. Adopt and follow all protocols to minimize disease transmission.
16. Ensure that behavior and enrichment plans are implemented for the animals housed at HSSI.
17. Assess animals for the adoption and rescue programs.
18. Oversee housing and transportation of animals for those going to off-site events.
19. Manage the HSSI foster program.
20. Oversee the ordering and buying of all food and medicine needed for the animals at HSSI, including but not limited to, medicine, food, cleaning supplies, and litter, and maintain proper inventory levels.

21. Oversee collection, storage, sorting, etc. of all animal care goods donated to HSSI.
22. Oversee animal adoptions and adoption applications.

General Duties

1. Ensuring all animal files are complete and up to date, including medical paperwork.
2. Ensuring that all vaccine/booster and medical concerns are properly documented.
3. Ensuring that all animal files are maintained so that adopters are sent home with complete medical records.
4. Update and train staff on all emergency plans (fire, evacuation, weather, medical).
5. Provide leadership to volunteer program.
6. Answer calls and emails made to the main shelter number and email address.
7. Communicate between staff, board, customers, media, etc., to maintain efficiency.
8. Hold weekly staff meetings.
9. Attend, and actively participate in, monthly board meetings.
10. Oversee Facebook and other social media.
11. Ensure maintenance and improvements are completed to keep the facility, customer, animal, and personnel safe.
12. Complete various monthly or yearly paperwork, including but not limited to, monthly reports, yearly certifications, animal control reports, rabies certificate payment and filing, mailing list, thank you letters, sponsorship forms, foster care licensing, etc.
13. Make regular and accurate deposits to the general account and the Pennies for Pets account.
14. Regularly research and apply for grants, both governmental and private.
15. Regularly get mail from PO box.
16. Manage all staff, including, volunteers, when needed, and the resident of the house owned by HSSI.
17. Provide a monthly work schedule for all staff and turn in payroll to treasurer.
18. Interview, hire, train, direct, motivate, and dismiss all staff, and volunteers, as needed.
19. Facilitate trainings and certifications for staff.
20. Maintain availability after work hours for all work related issues, including, but not limited to, animal emergencies, alarm notifications, police department needs, house tenant needs, board needs, staff emergencies or illnesses.
21. Seek ways to reduce costs and increase efficiency in day to day operations.
22. Perform research and educate self on ways to improve the organization and the organization's operations.
23. Work with board as needed.
24. Conduct yearly performance evaluations of staff.
25. Communicate with staff, board, and animal control, any and all information pertinent to those roles.
26. Identify and attend fundraising events as needed.
27. Oversee marketing activities of events and adoptable animals.
28. Ensure compliance with all state and federal animal welfare laws and policies of the HSSI Board of Directors.
29. Ensure that all areas of the shelter are exceptionally clean, well-organized, and stocked.
30. Provide recommendations for shelter renovations and improvements, and seek quotes and meet with providers and vendors as needed.
31. Continually review and recommend ways to improve the aesthetic, safety, overall environment of the shelter.

31. Oversee the HSSI vehicle, including maintenance, gas, and repairs.
32. Perform other duties as assigned by the board, or that are necessary for the overall welfare of the shelter.