

## Assistant Manager Job Description

As Assistant Manager of the Humane Society of Southern Illinois (HSSI), one is required to perform all duties outlined for the Client and Animal Welfare Associate, Assistant Manager, and manager. The Assistant 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. Collaborate with the manager to ensure that 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 laws.
2. Responsible for ensuring that all animals are receiving proper medications and receiving those medications in a timely manner.
3. Responsible for vaccinating, deworming, and pest control for animals on a pre-set schedule.
4. Responsible for performing and/or assisting with humane euthanasia, using the best practices as defined by the Board of Directors.
5. Delegate responsibilities, as needed, to ensure productivity and humane care of all animals at HSSI.
6. Communicate with Veterinarian about all health concerns of an animals, beyond the realm of basic knowledge.
7. Maintain proper grooming schedule of animals as time will allow including, but not limited to, bathing, nail trims, and ear cleaning.
8. Assist in maintaining 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.
9. Perform managerial duties on weekends, or when the manager is out of the shelter. This includes, but is not limited to:
  - Evaluate each animal that is released to HSSI and determine a treatment and/or holding protocol for each animal.
  - 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.
  - Oversee cleaning and disinfecting.
  - Overseeing medical protocols and medical treatments of all animals.
  - Adopt and follow all protocols to minimize disease transmission.
  - Ensure that behavior and enrichment plans are implemented for the animals housed at HSSI.
  - Oversee housing and transportation of animals for those going to off-site events.
  - Oversee adoptions and adoption applications
  - Overseeing volunteers and animal outings and events

10. Consult with the manager about any concerns in regards to an animal's health or well-being.

## General Duties

1. Assist in training all new employees.
2. Consult with the manager about any concerns in regards customer service or staffing concerns.
3. Maintain social media sites (Facebook, Adopt-a-pet, Petfinder, etc.) so that they are current and up to date.
4. Ensure that photos and animal descriptions are done for each pet in the adoption program when the animal is placed into the program.
5. Maintain availability for after hour emergency calls from the police, the alarm company, the house tenant, or a Board member.
6. Recruit and maintain a list of volunteers to coordinate volunteer activities, when needed, such as Wish-List Drives, PetCo adoption days, and parades.
7. Assist Manager and Board in planning and coordinating fundraising activities, attending when needed.
8. Perform managerial duties on weekends, including managing and directing staff.
9. Assist in the collection, storage, sorting, etc. of all animal care goods donated to HSSI.
10. Assist manager in making sure that all animals files are complete and up to date, including medical paperwork.
11. Assist in ensuring that all vaccine/booster and medical concerns are properly documented.
12. Assist in ensuring that all animal files are maintained so that adopters are sent home with complete medical records.
13. Provide leadership to volunteer program.
14. Answer calls and emails made to the main shelter number and email address.
15. Communicate between staff, board, customers, media, etc., to maintain efficiency.
16. Attend, and actively participate in, monthly board meetings.
17. Assist in completing 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.
18. Assist in managing all staff, including, volunteers, when needed, and the resident of the house owned by HSSI.
19. Seek ways to reduce costs and increase efficiency in day to day operations.
20. Work with board as needed.
21. Assist in ensuring that all areas of the shelter are exceptionally clean, well-organized, and stocked.
22. Continually review and recommend ways to improve the aesthetic, safety, overall environment of the shelter.
23. Handle all emergency situations and contact necessary parties (Manager, Police, Board, etc.) as needed.
24. Perform other duties as assigned by the board, or that are necessary for the overall welfare of the shelter.

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C.P