



Baker County Board of Commissioners

Animal Control Director

Salary \$45,000 - \$55,000 DOQ

JOB OVERVIEW

This position is responsible for directing and overseeing the operations of the Animal Control Department. The Director manages daily field and administrative activities, supervises assigned personnel, and ensures enforcement of County ordinances and applicable state laws regarding stray, dangerous, nuisance, and unwanted domestic animals. This is a hands-on director position that requires active participation in the daily operations of the Animal Control Department. Responsibilities include but are not limited to overseeing complaint investigations, coordinating and performing patrol activities, participating in animal capture and control operations, and performing related administrative and operational duties as required. This is a full-time position with benefits including health, vision, dental, and participation in the Florida Retirement System (FRS). The regular work schedule is Monday through Friday; however, the position requires availability to work after hours, weekends, and holidays as necessary.

MINIMUM QUALIFICATIONS

- Experience in supervising and managing staff.
- Possess a valid driver's license and have an acceptable driving record.
- Able to work on-call, after hours, holidays and weekends.
- Able to perform the essential functions of the position, with or without reasonable accommodation.
- Able to work in environments involving exposure to animals, animal dander, cleaning agents, and disinfectants.
- Must maintain required certifications, continuing education, and recertification as required by applicable law, policy, or certifying authority.
- Preferred Qualifications: Certified Animal Control Officer with 3 or more years of experience or an equivalent combination of education, training and experience
- A Bachelor's degree or experience in a relevant field such as Animal Science, Public Administration, Criminal Justice, Public Health will be considered.

CORE COMPETENCIES

Customer Commitment - Proactively seeks to understand the needs of our customers and provide the highest standards of service.

Dedication to Professionalism and Integrity - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve.

Organizational Excellence - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.

Success through Teamwork - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB REQUIREMENTS

- Responsible for ensuring the humane treatment of impounded animals; writes and recommends division policies and procedures as needed and ensures compliance with the same.
- Enforces, interprets, and explains County ordinances and state statutes; receives, evaluates, and responds to complaints received, and assists the public in resolving problems and answers questions relating to animal control, Baker County Ordinances and state law; enforces ordinances, rules, regulations and laws.
- Maintains a close working relationship with law enforcement agencies, Health Department (bites/rabies/etc.), County Code Enforcement and local veterinarians and assists those personnel in situations as requested.
- Prepares or coordinates various reports and records as they pertain to the Animal Control office. Must exercise discretion and independent judgment, especially in those situations with no clear precedents.
- Develops, updates, and directs disaster evacuation plans for the division; coordinates with Emergency Management during events; manages general field and animal-friendly shelter operations with the

emergency operations center, law enforcement, health department, city and county agencies, and veterinarians.

- Receives complaints of dogs, cats, or other animals creating nuisances and notifies proper Animal Control Department staff for investigation or refers complainant to proper entity.
- Identifies symptoms and behaviors associated with rabies and other common domestic animal diseases and maintains records of animals receiving rabies shots by local veterinarians.
- Captures and transports stray, sick, injured or potentially rabid animals to the kennel for appropriate processing, care and treatment, and quarantine if necessary.
- Issues notice or citation for violations of ordinances governing the care and keeping of animals.
- Investigates reports of animal neglect and abuse and files charges as appropriate. Prepares records, reports, files, and notes to document potential violations for case presentation. Appears in court hearings to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of civil/criminal infractions of animal laws.
- Maintains and sanitizes equipment used including vehicle assigned.
- Maintains accurate records of daily work activities on Animal Control software.
- Patrols areas of the County on foot or in assigned vehicles to detect violations of laws and ordinances pertaining to animal control.
- Receives and processes animals brought to the kennel for impoundment or possession release; redeems animals to proper owners; processes unclaimed animals for adoption; assists members of the public searching for lost animals or seeking to adopt animals
- Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes; provides Animal Control Officer basic animal care including bathing, feeding, and observing animal behavior; transports animals to veterinarians' offices for medical testing and treatment as necessary.
- Euthanizes sick and/or dangerous animals in the field in accordance with procedures and euthanizes animals in the kennel as scheduled.
- Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. Performs repair and routine maintenance of kennels, cages, exercise pens, and other facilities.
- Administers chemical immobilization procedures in the capture of animals as required.

OTHER RELATED DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Manages, maintains, and provides input on the division's budgetary needs. Accurately reports expenses per division policy.
- Oversee, develop, approve, and monitor shelter employee work schedules as well as approve timecards and leave of absence requests.
- Responds to routine and non-routine problems, questions, or issues, reported by the public, investigating using telephone contact, written communication, or personal visit to a location of reported concerns. May travel to locations throughout the county to research and resolve the reported issue as outlined by departmental procedures.
- Monitors and evaluates the work performance of assigned Animal Control Officers, provides supervision, advice, training, and assistance, and may assume responsibility for a case or day to day operations that are more complex or has become too difficult for an assigned officer.
- Responds to emergency situations within the scope of the County Animal Services Program. Mediates issues or disputes involving citizens, animals and/or neighborhoods and is the focal point between officers and outside agencies. Creates, maintains, and monitors files on daily activity, areas of concern, issues and disputes.
- Refers cases for prosecution and prepares materials for the prosecution of the case being referred. Acts as the department advocate or representative on cases being litigated for civil infractions.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.

Updated 02/18/2026