**Monmouth County SPCA**

## Position Description

**General Manager of Shelter Operations**

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| **Department:** Operations  | **Reports to:**  General Manager of Operations |
| **Type:** Full-time, Exempt | **Shift:** Generally 8 to 4, M-F, some weekend and evenings required. |

**Summary:** The General Manager of Shelter Operations is the highest ranking manager within the Animal Care Section, Adoptions, Customer Service and the Facilities Section reporting directly to the MCSPCA Administrative Directors with oversight by the Medical Director. The General Manager of Shelter Operations shall be responsible for the overall supervision of Animal Care, Adoptions, Customer Service and Facilities managers to ensure that each department is operating as humanely, efficiently and fiscally prudent as possible. The General Manger of Shelter Operations, along with the General Managers in the Clinic Section, the VVCC and Animal Control shall coordinated and maintain a harmonious relations between all sections of the Monmouth County SPCA.

**Responsibilities:**

Oversight of the day-to-day operations of the Animal Care, Adoptions, Customer Service and Facilities Managers and Staff as well as providing administrative and strategic planning for the daily operations of both sections:

* Reviewing and negotiating all vendor and service contracts that apply to shelter operations.
* Planning and implementation of annual budget for Animal care and Facilities.
* Effectively overseeing employment and administrative policies and procedures for all functions of the day-to-day operations of each section.
* Supervise and collaborate with other MCSPCA departments encouraging harmonious teamwork between all departments and enhancing leadership skills through training and by example.
* Participate in strategic planning and implementation for the shelter.
* Maintaining and implementing all sanitary protocols set forth by the medical department and shelter standards.
* Maintaining all State and Federal compliance regulations set forth by law.
* Oversight of all animal related donations (food, enrichment items, consumables, etc.) and ensure proper distribution to the necessary departments.
* Stay current and up-to-date with animal related issues and trends within the industry to ensure that the MCSPCA is operating at a superior level of professionalism.

**Position Requirements:**

* Leadership skills displaying transparency and high degree of integrity
* Three or more years senior management experience
* Solid budget management skills, including budget preparation, analysis, decision-making and reporting
* Strong organizational abilities including planning, delegating, program development and task facilitation
* The ability to convey a clear and strong vision of the MCSPCA’s strategic future to staff and volunteers.
* Collaboration and motivational skills
* Strong written and communication skills
* Demonstrated ability to oversee, collaborate with and motivate staff

**Salary Range: $60K -$80K**