



ROBESON COUNTY DEPARTMENT OF PUBLIC HEALTH



460 Country Club Road
Lumberton, North Carolina 28360

Phone: (910) 671-3200 **Fax:** (910) 608-2120

Outstanding County Programs (1993 thru 1997) - NC Assn. of County Commissioners

EveryWhere. EveryDay. EveryBody

Child Health Recognition Award (1994, 1998) - Glaxo Wellcome

February 9, 2012

POSITION VACANCY

TITLE: ANIMAL CONTROL SUPERVISOR I

DUTIES: The primary purpose of the Animal Shelter Manager will be to oversee operational activities within the shelter confines including the receiving of and care given to animals, record and custodial maintenance of the facility and grounds and to provide supervision for attendants.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Completion of high school or equivalent and four years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administrative program and two years of progressively responsible secretarial or clerical/administrative, office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration, or other related field; and two to four years animal welfare experience and/or training; or an equivalent combination of training and experience. Must possess general knowledge of computers (the steps and procedures required to process data, software packages, etc.) Preference will be given to applicants with a minimum of two years experience in managing an animal shelter; or an equivalent combination of training and experience. Valid NC Driver's License and ability to become a Certified Euthanasia Technician.

SALARY: \$32,158

APPLICATION PROCESS: Qualified applicants should complete a State Application (PD107) and submit to:

Employment Security Commission
118 W. 5th Street
Lumberton, NC 28358

or

Robeson County Health Department
460 Country Club Road
Lumberton, NC 28360

APPLICATION DEADLINE: February 17, 2012

1997 Award for Environmental Excellence—National Assn. Of County and City Health Officials

WILLIAM J. SMITH, M.P.H.
Health Director

Robeson County Board of Health

Tom Taylor
Chairman
Board of Health

John I. Adams, O.D.
Joe W. Bailey Jr., P.E.
Tina Bullard, R. Ph.

Jeff Collins, D.D.S.
Michael Deese, D.V.M.
Larece Hunt
Kenneth Locklear, MD

Murray McKeithan
Henrietta McLean, RN
Duncan Malloy III

