



FieldHaven Feline Center

Operations Manager

Job Description

The Operations Manager plays an integral role at FieldHaven and oversees all operations related to the shelter and spay-neuter clinic. This position is responsible for ensuring the health and well-being of all animals in our care and it includes overseeing the day-to-day operations as well as ensuring that shelter and veterinary care best practices are being utilized. The Operations Manager is also responsible for the business activities of the shelter, including: hiring, training and managing support staff and volunteers; preparing reports and budgets; monitoring and adjusting to key performance indicators such as the number of procedures performed daily; maintaining inventory and an inventory control system; managing the clinic medical record system; and implementing safety and security procedures. This is a leadership position that reports directly to the Executive Director.

General Responsibilities

- Oversee and coordinate animal care and welfare activities, including maintaining the physical and mental well-being of the cats in FieldHaven's care
- Supervise animal care and clinic staff and volunteers
- Work with shelter veterinarians to utilize shelter medicine standards, best practices in feline health and high-volume, high-quality spay/neuter
- Assist with purchasing of shelter supplies including pharmaceuticals, maintain records and inventories
- Contract for and supervise all maintenance activities to ensure that practice medical standards are met
- Assist in development of the annual budget for animal care and the spay-neuter clinic
- Provide routine reporting of department activities and financial updates
- Provide on-call support to respond to urgent situations as needed
- Keep abreast of animal welfare and sheltering issues, including reviewing and implementing updated practices

Animal Care Responsibilities

- Oversee intake of animals, applying FieldHaven intake protocols that includes health checks, vaccinations, parasite control, and spay/neuter
- Manage the foster program
- Monitor health and well-being of all animals in the shelter
- Maintain excellent documentation of health and care activities for all animals, including detailed medical records
- Provide timely information and statistics to appropriate parties, partners, and reporting agencies

Spay-Neuter Clinic Responsibilities

- Manage overall operations of the spay/neuter clinic
- Market and network to maximize opportunities for increasing capacity for spays/neuters
- Train clinic volunteers and staff as needed to maintain appropriate staff levels
- Maintain written protocols to ensure the continuity of clinic operations
- Be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employers safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel
- Complete appropriate paperwork including controlled drug logs and surgery records

Qualifications

- Highly desired (but not required) to be licensed and possess registration as a Registered Veterinary Technician by the California Board of Examiners in Veterinary Medicine.
- Experience with supervising veterinary care teams including veterinary technicians, assistants, and kennel staff (including paid staff and volunteers)
- Must have excellent communications, organizational, technical and interpersonal skills
- Show maturity, good judgment and performs duties in a professional manner
- Ability to work under pressure and stay calm in stressful situations
- Proficiency with personal computers, using Microsoft Word, Microsoft Excel, and shelter database software
- Demonstrated capability to be a self-starter, facilitator, and organizer
- Competency in writing routine reports, correspondence, and presenting to groups
- Ability to be flexible and adapt to an ever changing environment
- Valid California Driver's License and auto insurance
- Some weekend and evening work

Physical Requirements

- Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, may be a disqualification.
- Must stand, walk, bend, stoop, and sit regularly to perform duties. Have the ability to perform strenuous physical activity, including lifting and carrying objects weighing up to 40 pounds alone or with the help of fellow employees for short distances.

Working Conditions

- Must be able to deal with an often times emotion-charged public and carry a fast paced and changing work load which at times can be stressful
- By nature of the industry, there will be exposure to dead, injured, sick, unruly, fractious and/or dangerous animals in addition to exposure to parasites and to infectious diseases

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Either employer or employee may terminate the employment relationship at any time with or without notice and with or without cause.

Terms of Employment

- Full-time exempt position that reports to the Executive Director
- Work schedule (hours and days of the week) may vary according to the needs of the organization.
- Benefits include three weeks paid time off (for vacation, sick, and personal time). Medical insurance is negotiable
- Location: Lincoln, California
- Annual salary: \$55,000 - \$62,000

How to Apply

Send a one-page cover letter and a resume to info@humanenetwork.org.

FieldHaven Feline Center

FieldHaven Feline Center believes that for every cat in need, there is a solution. They create and enable these solutions by engaging and empowering communities, and providing the needed resources, to ensure that every cat has a safe place to live.

About the Community

Lincoln is a city in Placer County, California, United States, part of the Sacramento metropolitan area. Located in an area of rapid suburban development, it grew 282.1 percent between 2000 and 2010, making it the fastest growing city over 10,000 people in the U.S. Its 2019 population was estimated to be 48,275. It is located at the base of the Sierra Nevada with a variety of both summer and winter recreational activities. Nearby Sacramento is the state's capital and has both a rich history and trendy attractions.