



County of Ingham  
INVITES YOUR  
INTEREST IN  
THE POSITION OF

## Animal Control Director



## County Mission Statement

### **INGHAM COUNTY IS...**

An open, participatory government working to assure a safe, secure, healthy community where all individuals are enabled and encouraged to seek their highest potential. Ingham County is committed to assuring the identification and provision of services most important to its citizens in the achievement of its vision. County services will be high quality, cost effective, and easily accessible; to be delivered in cooperation and collaboration with its citizens and other community and governmental organizations. These will be delivered by a highly motivated, well-trained, service-oriented workforce, utilizing effective technology and guided by the highest ethical standards.

## Ingham County History

An 1829 act of the Territorial Legislature created Ingham County from portions of Shiawassee County, Washtenaw County and unorganized territory. It was attached for administrative purposes to Washtenaw County until 1838 when county government was established for Ingham. Called a "cabinet county," it bears the name of Samuel D. Ingham, who was Secretary of the Treasury under President Jackson at the time.

The area was a forest wilderness filled with wide tamarack marshes, and was sparsely populated. Because of its dense forest, early Michigan settlers tended to avoid Ingham County and to settle its perimeters. The first piece of land purchased and deed recorded was in the Okemos area in 1832. Settlers, moving into the county from the east and south, followed old Indian trails from Jackson, the Dexter-Stockbridge area and Pontiac. By 1842, all of the present townships of Ingham County were organized.

The State Legislature met in Detroit in 1846 to choose a site for a capitol for the new State of Michigan.



Lawmakers presented bills proposing many localities, each, of course favoring his own district as a site. Lansing Township was a surprising compromise made by the legislators, for the nearest railroad was 40 miles away and there was only a few trails to the site, which was still a wilderness. The deciding factors for Ingham County were its central location and the offer by James Seymour of a large tract of land at the bend of the Grand River.

The Capital City was soon carved out of the forest. Travel was facilitated by the construction of a plank road from Detroit to Lansing. This toll road, financed with federal funds, was completed in 1860 and gave force to the large number of new Michigan settlers that poured into the region. The seat of Ingham County government was established in Mason, which is centrally located, fulfilling the requirements of the time that the county seat be no more than a day's travel from any location in the county.

The Lansing area grew gradually over the years, with industry and the educational facilities of a land-grant college contributing to its expansion. The remainder of the county developed into an agricultural

area, much of which remains at the present time. The spread of suburban living has recently cut somewhat into these rural areas.

## Pure Michigan ...



Michigan's amazing quality of life extends far past our woods and our waters. From Marquette to Monroe, Michigan boasts of some of our nation's most important institutions and cultural resources. Affordable cost of living in a state with award-winning communities, beaches, mountains, forests, parks, museums and hundreds of cultural and historical attractions surrounded by four of the five Great Lakes.

Whether you're here for business or pleasure, Greater Lansing, Michigan is a one-of-a-kind setting for a visit to remember! Explore nearly endless dining options. Browse unique boutiques. Celebrate culture and the arts in our world-class performance venues and galleries. We are the seat of state government.

The county is home to Michigan State University, Lansing Community College, Thomas M. Cooley Law School and the Class A minor league baseball team, the Lansing Lugnuts.

Located just minutes from the heart of Lansing, more than 1,400 acres of outstanding Ingham County parkland are devoted to sports and recreation. Enjoy the quiet simplicity of a picnic overlooking Lake Lansing or spend an afternoon looking for wildflowers, hiking nature trails or canoeing along the scenic banks of the Grand River. Sports enthusiasts can crack home runs at any of the three ball diamonds, toss a ringer at horseshoes, spike a volleyball across the net, dunk a basketball or play soccer at mid-Michigan's premier soccer complex.



## County Government

The Ingham County Board of Commissioners is the governing body for the County of Ingham, exercising legislative and administrative functions. There are fourteen members on the Board, each elected on a partisan basis for two year terms from districts that are approximately equal in population. The City of Lansing, which is the Capitol of the State of Michigan, is located within Ingham County. Board Leadership is elected each year by the Board which consists of Chairperson, Vice-Chairperson and Vice-Chairperson Pro Tem.

The primary functions of the Board of Commissioners include determination of type and level of County services, adoption of County budget, equalization of property values, legislative oversight services provided by Ingham County, appointment of various advisory boards and commissions, and county officials.

The administration of the County, other than as delegated to elected officials, is guided by the County Controller who is appointed by a two-thirds vote of the Board of Commissioners and serves at its pleasure. The Controller's responsibilities include direction of central administrative functions of the County government and acting as a liaison on behalf of the Board of Commissioners between County

offices, appointed officials and the general public. Judges of the 30th Judicial Circuit and the Probate Court are elected at large for six year terms, while the Judges of the 55th District Court are elected from the area of the County outside of Lansing and East Lansing. (Lansing and East Lansing both have their own district courts.) Operation of the court system is under the auspices of the Michigan Supreme Court and the respective presiding Judges, while the County government primarily provides financial support.



Administration of the County is divided by the Michigan Constitution among various statutory County officials, including the County Treasurer, County Clerk, Register of Deeds, Prosecuting Attorney, Drain Commissioner and Sheriff, who are elected at large for four year terms. The County Treasurer is the custodian of funds to local communities and school districts, and performs other duties concerned with interrelated fiscal affairs of County departments and agencies. The duties of the County Clerk include keeping

and maintaining records of births, deaths, marriages and discharge of military personnel and serving as Clerk of the Board of Commissioners. The duties of the Register of Deeds include the recording of deeds, mortgages, surveys, plats, notices of liens and bills of sales. The Prosecuting Attorney prosecutes violations of state criminal law within the County and may represent the County in appropriate Courts. The County Drain Commissioner administers the location, construction and maintenance of drains in the County. The Sheriff's duties involve the charge and custody of the County Jail, the serving of processes, and law enforcement in unincorporated areas.

In addition, the Board of Commissioners appoints several County officials, including the Controller/Administrator, Health Officer, Equalization Director and Animal Control Director with responsibilities as defined by statute, County ordinance or resolution.

## The Ingham County Board of Commissioners

Chairperson, Brian McGrain, District 10

Vice-Chairperson, Kara Hope, District 7

Vice-Chairperson, Randy Maiville, District 6

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2

Sarah Anthony, District 3

Bryan Crenshaw, District 4

Randy Schafer, District 13

Todd Tennis, District 5

Kara Hope, District 7

Penelope Tsernoglou, District 8

Robin Case Naeyaert, District 14

Carol Koenig, District 9

Deb Nolan, District 12

Teri Banas, District 11

## Ingham County Animal Control



Ingham County Animal Control endeavors to protect people from the perils that result from their interaction with domestic animals; furthermore to protect animals from neglect and abuse. We strive through education and enforcement to work toward a community where quality of life for man or animal is not negatively affected by the other.

Ingham County Animal Control consists of staff tasked to enforce State and County Animal Laws and to help and protect both animals and its citizens. Animal Control Officers in Ingham County respond to an average of 8,000 citizen complaints in over 500 square miles of the County. Animal Control Officers are responsible for enforcing local animal ordinances. Officers investigate all reported bite cases and handle suspected rabid animals. They follow-up on reports of cruelty and neglect, and capture and shelter lost and injured animals. Officers also serve as educators in the community on topics of responsible pet ownership through various department programs promoting humane and responsible care of domestic animals.

Ingham County Animal Shelter handles over 3,000 animals per year. Their facilities can house 235 animals at any given time. The Shelter takes in injured, surrendered, abandoned, abused and unwanted animals. They perform vaccinations and tests daily in their effort to protect animals from disease. Ingham County Animal Control provides the opportunity for unclaimed animals to be adopted to new homes and to help lost pets become reunited with their owners.

Ingham County Animal Shelter staff serves as a resource to the community on a variety of animal related matters. The Shelter provides an informational and educational resource to schools, community organizations and citizens. The Shelter is being used as a learning center for citizens and University students. Other services include providing low cost vaccinations and licensing programs, spay/neuter assistance and a food bank.

For the first time in the shelter's history, Ingham County Animal Control did not euthanize a signal animal in 2013 and 2014 because of overcrowding. Staff and volunteers work diligently around the clock not only to save these animals, but enhance their lives.

## The Position

The Animal Control Director reporting to the County Controller/Administrator or his/her designee has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall manage a group of employees engaged in the enforcement of State and County laws, be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

## Job Requirements

Education: A minimum of one of the following combinations is required:

1. A Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field AND 2 years of experience in Animal Welfare and/or Animal Control including 1 year in a supervisory or management capacity.

OR



2. An Associate's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field AND 5 years of experience in Animal Welfare and/or Animal Control including 1 year in a supervisory or management capacity.

**Other Requirements:** Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings.

## Annual Salary

\$70,039

## Benefits

Ingham County provides a Hybrid Pension Plan comprised of a defined benefit component, paid by the County and a defined contribution component, with an employee contribution of 2.5% and a County match of 2.5%. The County has a comprehensive benefit package including medical, dental, vision, life insurance, a generous holiday schedule and vacation accrual.

## How to Apply

Please submit your Application, Cover letter, Resume and Transcripts online at <https://mol.ingham.org/MSS/employmentopportunities/default.aspx>

For more information visit us at <http://pe.ingham.org/> and link to the Job Opportunities page.

**Please Note:** All applications and related documents must be received by 11:59 p.m. Friday at the end of the posting period.

If you have questions, please contact Human Resources at (517) 887 – 4328 or 517-887-4375

