

Contract Animal Shelter Facility Inspector

Requirements: Current New Mexico veterinarian license. Familiarity with The Association of Shelter Veterinarians' *Guidelines for Standards of Care in Animal Shelters*.

Animal Shelter Facility Inspector Job Duties:

Conduct an in-person survey of shelters throughout New Mexico as follows:

1. County or municipal facilities that provide shelter to animals on a regular basis;
2. Private humane society or private animal shelters that temporarily house stray, unwanted or injured animals through administrative or contractual arrangements with a local government agency; and
3. Other sheltering providers.

Develop and submit for approval by the Board Chair or designee, a one-year work plan for conducting animal shelter facility inspections and follow-up inspections.

Develop information materials and guidelines for dissemination to animal shelter facilities.

Develop and maintain a shelter facility inspection process and tracking system to ensure that all facilities are inspected in a timely manner, all findings are recorded and all required corrections made.

Establish a work plan to conduct inspections on all shelter facilities on an annual basis, documenting all findings and notifying the animal shelter facility at the time of inspection of the findings.

At the time of inspection, offer on-site counseling and training to correct and improve animal shelter facility management.

Animal shelter facilities cited for violations of the minimum standards will be required to submit a written plan of correction that corresponds fully with the needed corrections and by a specified date as set by the animal shelter inspector.

Conduct follow up inspection on animal shelter facilities with serious violations of the minimum standards.

Conduct spontaneous animal shelter facility inspections as directed.

Prepare weekly status reports for inspections completed.

Regularly assess the general performance and quality of standards of animal shelter facilities statewide and ascertain the most common issues and concerns related to compliance with minimum standards and best practices.
Gather data from inspections, communications with licensees, the Board, and the public to determine best methods to address issues and concerns.

Report common issues in animal shelter facilities to Board at regularly scheduled meetings as required.

Contract amount: \$50,000 per annum plus gross receipts tax. State benefits are not included in the contract.

A cover letter of interest and résumés can be directed to the Executive Director and will be accepted on or before 4:30 p.m. on May 18, 2018.

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