



Animal Control Supervisor

DEFINITION

Under direction, supervise, organize, and coordinate field and animal control shelter activities that provide a full range of animal control services related to impounding, treatment, and disposal of animals.

SUPERVISION RECEIVED

Reports to the Police Lieutenant.

SUPERVISION EXERCISED

Exercises direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in the development and implementation of goals, objectives, policies, and priorities for Animal Control; identify resource needs; recommend and implement policies and procedures.

Organize and coordinate the work flow of the animal shelter; monitor activities to ensure timely dispatching and completion of duties.

Select, train, motivate, and evaluate animal control personnel; provide or coordinate staff training; work with employees to correct deficiencies; respond to concerns and questions from animal control personnel.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Prepare and maintain a variety of records and reports, including payroll, budgets, and schedules; review current operating procedures and submit recommendations for improvement.

Investigate complaints regarding animals and take appropriate action when animals are creating nuisances and/or there is animal abuse.

Issue and collect license, impoundment, and related fees and keep records of same; answer questions regarding laws relating to animals.

Answer complaints regarding animals and settle such complaints as tactfully as possible; supervise confinement and observation of dogs and animals which have bitten; pick up dead animals or strays; issue citations; impound and dispose of animals.

Maintain records of violations and euthanasia activities; enter data in computer; determine need for and requisition supplies.

Maintain, repair, and modify shelter and grounds; care for animals and feed animals at the shelter.

Develop and recommend changes in City and departmental policies; prepare budget requests for program.

Enforce City animal control licensing laws and City codes as assigned; issue citations for violations of animal control licensing ordinances and City codes as needed; appear in court and testify on violations.

Patrol City streets and roads in assigned vehicle; search for stray dogs and other domestic animals and livestock; catch and impound wild and domestic animals, birds, and reptiles.

Transport animals to veterinarian for observation or treatment.

Quarantine and dispose of animals as needed.

Attend meetings and respond to related questions and complaints; provide public education regarding animal control.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive animal control program.

Principles of supervision, training, and performance evaluation.

Various breeds of domestic pets.

Modern and complex principles and practices of animal care and disease treatment and prevention.

Procedures, methods, and techniques of animal shelter construction, sanitation, and management.

Basic practices of law enforcement.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping and reporting.

Principles of budget preparation and administration.

Principles and practices used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet applications.

Safe driving principles and practices.

Skill to:

- Operate a variety of animal control tools and equipment.
- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

Ability to:

- Supervise, organize, and review the work of technical and administrative support personnel.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret, explain, and ensure compliance with City animal control policies and procedures.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Respond to requests and inquiries from the general public.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

- Seven years of responsible experience as an Animal Control Officer including some lead supervisory experience.

Training:

- Equivalent to a high school diploma supplemented by college level coursework in animal science, zoology, or a related field.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of Euthanasia, Chemical Immobilization, and Pepper Spray Certificates.
- Possession of First Aid and CPR Certificates.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to heat, cold, noise, outdoors, chemicals, syringes, and needles; ability to travel to different sites and locations.

Effective date: October 2003

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