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| Department: | Mgmt. Svcs./Animal Control |
| Bargaining Unit: | Mid-Management |
| Salary Range: | M39 |
| Last Revision: | April 1995 |

ANIMAL CONTROL SUPERVISOR

DEFINITION

Under direction, to supervise, assign, review, and participate in the work of staff responsible for providing animal control services and activities within the Police Department; to supervise the operation of the Animal Shelter including the care and treatment of animals; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing animal control services and activities within the Police Department.

Participate in the selection of animal control staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare various reports on operations and activities.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing animal control services; implement policies and procedures.

Participate in the preparation and administration of the animal control services budget; submit budget; submit budget recommendations; monitor expenditures.

Receive monies; balance cash and receipts daily; prepare payment slips on expenditures.

Respond to and resolve inquiries and complaints.

Manage the operation and maintenance of the Animal Shelter; supervise the care and treatment of resident animals; train volunteers; maintain appropriate records and reports on animals; supervise the pet adoption program.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Make decision as to which animals to euthanize and which to be treated by a veterinarian; destroy and dispose of designated animals.

Purchase and maintain inventory of animal food, supplies, and equipment necessary to operations.

Perform the full range of duties of an Animal Control Officer.

Patrol City and County streets and roads; search for stray dogs and other domestic animals and livestock.

Enforce City, County, and State animal control laws; explain ordinance relating to the care and keeping of animals to the public; issue citations for violations of animal control ordinances.

Investigate animal bites; quarantine suspected rabid animals; process specimens and send to lab; conduct rabies vaccination clinics.

Impound, quarantine, and dispose of animals as appropriate; transport animals to the City shelter; transport injured animals to a veterinarian for treatment.

Investigate reports or complaints of dogs, cats, or other animals creating nuisances and take appropriate action; investigate reports of animal abuse.

Receive lost and found animal reports; assist visitors in locating missing pets.

Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.

Coordinate with the City Attorney, District Attorney, and courts as needed; appear in court on applicable cases.

Conduct active licensing program for dogs; follow-up on delinquent or pending dog licenses; sell dog licenses to dog owners.

Prepare and maintain a variety of records and reports.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Principles of supervision, training, and performance evaluation.

Procedures, methods, and techniques of handling a variety of domestic and wild animals including capture, muzzling, restraint, and tranquilizing techniques.

Animal behavior and the symptoms of diseases.

Pertinent Federal, State, and local laws, codes, and regulations governing the control, impoundment, treatment, and disposal of animals.

Geography of the City including location and layout of streets.

Occupational hazards and standard safety practices necessary in the area of animal care, handling, and control.

Modern office practices, methods, and computer equipment.

Principles and procedures of records keeping and reporting.

Basic bookkeeping principles and practices.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of technical personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to:

Assist in the preparation and administration of the assigned budget.

Perform a variety of animal control activities.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

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.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of responsible animal handling and care experience including two years in the enforcement of animal control regulations and some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in animal behavior and handling.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid Penal Code 832 certificate.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to noise, outdoors, confining work space, and chemicals; ability to travel to different sites and locations.

Effective Date: April, 1995