

ANIMAL SHELTER SUPERVISOR

DEFINITION

Under general direction, supervises and participates in administration of the City's animal control program including enforcement and shelter operations; assists in program planning, budgeting and related administrative tasks; supervises staff engaged in a variety of tasks necessary to the control, confinement, feeding and care of animals; assists the public in taking advantage of licensing, adoption and other services offered in the animal control program; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is a first line working supervisor who is responsible for managing and directing the City's animal control program in addition to performing many of the tasks required in program administration.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Supervises staff and participates in responding to complaints regarding possible threats to public safety and property attributable to animals and reptiles and/or violations of animal control regulations; searches locations of reported vicious and/or stray animals, captures, transports and impounds animals; patrols areas to determine compliance with animal control regulations; advises pet owners of regulations and may issues citations for violations.

Conducts investigations of reported violations of code provisions regarding the keeping of animals and cruelty to animals, reports of animal bites and animal nuisance complaints; interviews complainants and identifies animals' owners; inspects animals and retention areas; establishes quarantines to determine health of animals; impounds seriously injured or ill animals and arranges for veterinary care; prepares incident reports; may attend court and provide testimony regarding cases involving court action.

Provides assistance to the public regarding animal control matters; responds to inquiries and provides information regarding local animal control laws; may make presentations at schools and to community groups and participate in the preparation of informational material regarding animal care and

regulations; organizes, coordinates and participates in the conduct of rabies vaccination clinics with local veterinarians.

Supervises and participates in a variety of activities related to animal licensing, adoption, care, confinement, and disposal; issues licenses, collects fees and maintains records; assists the public in completing forms for the adoption of animals and arranges transfers; purchases animal food, equipment and supplies in accordance with budgeted amounts; feeds, waters, inoculates and generally cares for animals; cleans and disinfects cages; coordinates animal control activities with other City departments and outside agencies.

Participates in the selection of employees; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action; assists in determining costs of administration of the animal control program and makes related recommendations; administers the budget for animal control.

Maintains records of shelter activities and bills other agencies for shelter usage; prepares reports and financial statements.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent, supplemented by specialized courses in code enforcement and supervision, and three years of experience in animal control which involved enforcement tasks.

### Knowledge, Skills and Abilities

Considerable knowledge of the handling and routine care of domestic and wild animals; methods and techniques of animal capture and impoundment; animal types/breeds and behavior patterns; symptoms of animal illness and disease; working knowledge of the principles of supervision. Ability to communicate clearly and concisely, both orally and in writing; research and prepare reports on animal control related subjects; establish and maintain effective relationships with the community at large administer licensed drugs to animals; use and care for animal snares, capture ropes, traps and related equipment; on a regular basis, lift animals weighing up to 50 pounds; perform work that requires

moderate physical activity; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; prepare routine reports and maintain records;; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; determine the extent of injuries or illness of animals and refer for appropriate care.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Completion of P.C. 832, Arrest, Search and Seizure within one year of employment.

Euthanasia Certification.

PHYSICAL PROFILE: II, 2, 4, 5, 6, 7, 8, 12, 13, 15, 18, 19, 20

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