



JOB DESCRIPTION

JOB TITLE:	Animal Services Supervisor	FLSA:	Non-Exempt
DEPARTMENT:	Animal Services	GRADE:	M1
REPORTS TO:	Comptroller	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing, management, review and evaluation of staff and activities of the County animal control program; oversees shelter operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, coordinates, assigns direction, provides training and work reviews of assigned staff; prepares employee performance evaluations to ensure accurate and meaningful feedback/coaching; participates in the interview and hiring process; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work; ensures that proper safety precautions are followed.
- Develops and administers the budget for the Division; assists with the purchasing and accounting of property, equipment and supplies; advises on matters concerning facility/equipment related activities.
- Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job.
- Develops and implements goals, objectives, policies, procedures and work standards for the division.
- Performs animal control officer duties as required; provides technical assistance to subordinates in difficult, technical or sensitive situations.
- Assists the District Attorney staff in the prosecution of animal abuse cases; testifies in court as required.
- Speaks to and meets with a variety of community, business and educational organizations to further goals of the program.
- Coordinates the work of the section with that of other sections, divisions, departments, outside agencies and individuals.
- Monitors legislation and other developments related to animal control activities; evaluates their impact on County operations and recommends and implements policy and operational improvements.
- Maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



ANIMAL SERVICES SUPERVISOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma or GED; AND four (4) years of experience as an animal control officer; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of animal control.
- Applicable laws, codes and regulations governing the licensing, quarantine, impounding and care of animals.
- Safety principles, practices and equipment related to the work.
- Principles and practices of budget management.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Interpreting, explaining and applying laws, regulations and policies relating to animal control practices and programs; assessing animal behavior and making effective decisions regarding capturing or destroying the animal.
- Representing the county in contacts with county officials, community and other agencies and the public and making effective presentations.
- Preparing clear and complete reports, correspondence and other written materials.
- Maintaining accurate records and files using software applications.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Making effective oral presentations to large and small groups.
- Organizing own work, setting priorities and meeting critical deadlines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.



ANIMAL SERVICES SUPERVISOR

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Must obtain Nevada State Veterinary Board Euthanasia Technician certification within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical kennel setting, use standard office equipment; strength and stamina to lift and maneuver animals weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Work is subject to performance while exposed to adverse environmental conditions, loud noises and unpleasant sights and odors; exposure to animal bites and other related injuries; incumbent must be willing to handle injured, ill or dead animals in potentially hazardous situations.