

## **POSITION DESCRIPTION**

Title: Animal Resource Supervisor

Department: Animal Control

Job Analysis: June 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Humane Officer, County Administrator

Subordinate Staff: Sr. Animal Control Technician, Animal Control Technicians, Kennel Technicians, **Animal Placement Specialist, Office Manager, (Part-Time) Office Assistant III**

Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (I)

### **Job Summary**

This is supervisory level work that focuses on the care and maintenance of the animal shelter facility and impounded animals. Employees in this class supervise employees and perform functions related to that supervision and other duties as assigned.

### **Job Domains**

1. Monitors the feeding, watering, exercising, and grooming of impounded animals by subordinate staff, and performs duties as needed.
2. Evaluates animal behaviors, health, etc.
3. Monitors animals for illness, disease, and/or injury.
4. Monitors and enters data and information into a computerized system for animals processed into the shelter.
5. Ensures animals are properly tagged and penned.
6. Assists the Animal Placement Specialist when needed.
7. Maintains and monitors supplies and inventory related to food, medications, and vaccinations.
8. Administers medications and vaccinations.
9. Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.

10. Assists in offsite adoption and fundraising events when necessary.
11. Assists the County Humane Officer with scheduling and training of employees.
12. Uses appropriate tools to handle animals in a manner that protects the safety of the employee, animal, coworkers, and the public.
13. Transports animals to the veterinarian.
14. Prepares and maintains data as necessary.
15. Evaluates subordinate employee performance.
16. Works weekends on a rotational basis as assigned.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of animals and experience in handling them, as well as the equipment used.
2. Thorough knowledge of the administration of controlled substances to animals.
3. Thorough knowledge of laws and ordinances governing the control of animals.
4. Good knowledge of general police powers authorized by ordinances.
5. Ability to maintain financial records and prepare and administer budgets.
6. Ability to supervise and instruct subordinate personnel.
7. Ability to develop work procedures and methods.
8. Ability to read, interpret and explain animal control laws, ordinances and regulations.
9. Ability to operate animal control vehicles.
10. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
11. Some knowledge of safety practices and procedures in dealing with animals.
12. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
13. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
14. Ability to maintain professionalism in all aspects of work.
15. Ability to compile and present oral and written reports.
16. Ability to safely operate a motor vehicle and travel to locations within the community.
17. Ability to communication, both orally and in writing.
18. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
19. Hear well enough to respond to verbal communication and to use the telephone.
20. Manual dexterity to write and type.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent.

3. Minimum of five (5) years' experience dealing with a variety of animal situations, including a minimum of three (3) years' experience in a supervisory capacity; or a combination of education and experience equivalent to these requirements.