

ANIMAL CONTROL SUPERVISOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Health Department

REPORTS TO: Animal Control Services Manager

CLASS SUMMARY

Performs supervisory work in coordinating the County's animal control field activities. Work involves assigning and monitoring work and overseeing the enforcement of animal control laws and regulations.

DISTINGUISHING CHARACTERISTICS

The Animal Control Supervisor is the second level of a two level animal control series. The Animal Control Supervisor is distinguished from the Animal Control Officer by its full supervisory authority.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Coordinates the activities of the department to include preparing departmental reports; monitoring expenditures; updating records; overseeing departmental projects; and ensuring the enforcement of animal control laws and regulations.
- Addresses public inquiries regarding animal care and disease prevention.
- Investigates and reviews complaints dealing with animal attacks to include contacting the victim and animal owner and meeting with appropriate panels to decide on the fate of the animal.
- Serves as a liaison to other County and external groups to clarify and promote departmental operations and provide education to general public.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Animal control laws and regulations;
- Animal breeds;
- Veterinary practices and procedures;
- Animal handling techniques and safety practices.

Skill in:

- Writing reports;
- Training employees;
- Operating computers and related software applications;
- Using office equipment;
- Supervising and evaluating employees;
- Reading a map;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

High school diploma or General Equivalency Diploma and two years animal control or animal shelter experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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LICENSING/CERTIFICATION

- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, talking, hearing and seeing.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E9/99; R7/02; 9/04