

## ANIMAL CONTROL SUPERVISOR

### **PURPOSE AND NATURE OF WORK**

This is administrative and supervisory work responsible for planning, assigning, and directing all activities of the City/Parish Animal Control program in the enforcement of animal control ordinances and the operation and maintenance of the animal shelter. The incumbent disseminates information to the public designed to explain and obtain cooperation and support for the animal control program. In performing these duties, the employee exercises independent initiative and judgement in accordance with established policies, procedures, and guidelines. Work is reviewed through conferences and reports, and on the basis of results obtained under the administrative direction of the Emergency and Security Operations Coordinator. Incumbent supervises all animal control, animal care, and clerical personnel working in the Animal Shelter section.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Schedules, assigns, and directs the work of Animal Control Officers engaged in the enforcement of the animal control ordinances. Supervises and coordinates on going training for personnel engaged in receiving, handling, and disposing of animals, and in the maintenance and operation of the Animal Shelter. Conducts public information programs relative to animal control. Handles difficult complaints from the public. Investigate complaints of animal cruelty and mistreatment. Supervises and participates in the preparation of reports and the maintenance of records and files. Accounts for all fees collected. Develops the operating budget for the animal control program and recommends modifications to the program and operating policies and procedures. Serves on the Animal Control Advisory Council in accordance with current ordinance requirements and is responsible for seeing that the City ordinances pertaining to animal control are enforced.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of the laws, ordinances, rules and regulations, and policies governing animal control.

Knowledge of the proper handling of animals and the safety, health, and sanitation practices to be used in dealing with animals.

Knowledge of modern office practices, record keeping, and administrative practices.

Ability to plan, assign, direct, and supervise the work of subordinate personnel.

Ability to conduct a public information program.

Ability to prepare reports, and to supervise the maintenance of files and records.

Ability to establish and maintain effective working relationships with other employees, the general public, and these groups in the community concerned with the care and treatment of animals.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school, preferably supplemented by college level courses in animal husbandry, and considerable supervisory experience which involved public contact work in difficult situations; or an equivalent combination of training and experience.