

## **ANIMAL SHELTER SUPERVISOR**

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### **DEFINITION**

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Under general direction, manages, organizes, and coordinates field animal control enforcement activities and animal shelter activities in providing a full range of animal control services to the community. This is a supervisory position, providing oversight of this function and supervision of Animal Control Officers, office staff and volunteers at the City's Animal Shelter.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.*

1. Directs, manages, supervises, coordinates and monitors all procedures involved in the receiving, maintenance, treatment, adoption, quarantine, redemption, fostering or euthanasia of impounded animals, including all husbandry procedures to ensure humane and safe handling of all animals;
2. Manages animal shelter operations, including facility maintenance, kennel and cage cleaning and maintenance, and sanitation to protect staff and public safety, and the humane treatment of animals;
3. Manages the requisition, procurement, inventory, employment and/or use, maintenance and operator training for vehicles, materials, tools and equipment necessary for the animal shelter operations.
4. Prepares and submits routine, recurring and special reports regarding work unit production and as deemed necessary to meet administrative needs;
5. Manages, establishes, revises and implements work unit procedures and develops recommendations for policy changes, for review and consideration by senior management;
6. Directs, plans organizes and implement initial and recurring training for shelter staff and volunteers;
7. Maintains effective and productive working relationships with volunteers, animal rescue/welfare groups, other departments and agencies to promote and increase animal adoptions;
8. Creates and maintains manual and computer-based records and databases related to shelter operations, and compiles, analyzes and records data for special reports as needed by other public or private agencies;
9. Manages, supervises, coordinates, and monitors the procurement, storage, security, use and disposal of chemicals and pharmaceuticals for shelter

operations; and assures compliance with applicable federal, state and local laws, rules, regulation and standards;

10. Serves as a safety officer for the shelter, ensuring the safety of the facility and equipment, compliance with OSHA, EPA, Risk management and other applicable rules, regulations and standards, by performing inspections, checking equipment for proper functioning and review of accident reports.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

High School Diploma or GED; and four years of experience in field enforcement, animal car, public service, and/or office administration function in the operation of an animal shelter, supervisory experience and animal care handling are desirable; or an equivalent combination of education and experience.

### **Knowledge of:**

Basic principles, practices and techniques of animal control and care, including procedures for rabies control, animal adoption and euthanasia; operational characteristics, services and activities of an Animal Services Program including field and kennel operations; methods and techniques of animal collection, impoundment, and registration; applicable Federal, State, County and City laws and statues pertaining to animal control; principles of supervision, training and performance & program evaluation; occupational hazards and safety practices necessary in the area of animal services; techniques for properly and safely handling and caring for sick, injured and/or factious animals; principles of management and practices for program development and administration.

Techniques for communicating effectively orally and through written reports; understanding of pharmaceuticals commonly used in the treatment of animals. Methods for making effective public presentations to all ages; principles of budget preparation and control; principles and practices of effective customer services.

Skill in operating: modern office equipment, including computer equipment and software programs; necessary tools and devices to capture and immobilize animals; a radio; use of automated information systems for tracking data and the generation of reports; managing, directing and coordinating the work of subordinate staff; and drive a motor vehicle safely.

### **Ability to:**

Oversees the operation of animal shelter, effectively oversee the expenditure of funds and develop budget recommendations; supervise, plan and coordinate the work of technical and clerical personnel as well as volunteers; interpret, explain and ensure compliance with policies, procedures and regulations; respond to requests, complaints and inquiries form the general public; establish and maintain effective working relationships with community groups, City and other government officials, and the general public; deal effectively and tactfully with pet owners and others with animal related complaints; handle potentially dangerous animals in a safe manner.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License;  
Must be 18 years of age and be able to pass an extensive background check;  
Be available weekends, holidays and after-hours, to assist and give direction on animal related issues.

**Physical Demands**

While performing the essential functions of this job the employee is regularly required to stand, walk, reach with hands and arms, and lift and/or move animals or equipment weighting up to 50 pounds. While performing the essential functions of this position, the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

**WORKING CONDITIONS**

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Incumbents are frequently around animals that are agitated or injured, that may attempt to bite or scratch. At times, worksite could be very loud from barking dogs.

Date Adopted: April 21, 2009