



**Department:** Animal Control  
**Prepared By:** Greg McIntosh

**FLSA Status:** Exempt  
**Prepared Date:** Jan. 19, 2017

**JOB TITLE:** Animal Control Supervisor

**SUMMARY:**

Performs enforcement of laws and ordinances related to animal regulation within the City limits and supervises Animal Control Staff as well as issue parking citations and coordinate annual weed abatement program and grounds maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Trains, supervises and schedules animal shelter staff of volunteers and part time employees.
- Responds to calls and patrols streets to enforce animal regulations, laws and ordinances.
- Recommends and develops ordinances and policies regarding animal control and shelter.
- Prepares and administers annual budget.
- Participates with schools in animal education.
- Prepares purchase orders, budget requests and administrative reports.
- Assists the public with redemptions and adoptions of animals.
- Processes animal licenses.
- Investigates and resolves complaints about animal cruelty, dangerous and nuisance animals.
- Picks up stray animals, checks for licensing, and impounds animals.
- Issues warnings or citations to owners for animal control law violations.
- Plans, organizes, coordinates and oversees activities of the animal shelter.
- Maintains animal shelter building area and animal control vehicles.
- Makes presentations to community groups, attends meetings and conferences.
- Prepares and conducts rabies clinics.
- Monitors quarantine and bite cases.
- Performs animal euthanasia with animals not redeemed or adopted.
- Annual City weed abatement program and grounds maintenance.
- Issuance of parking citations.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**



- High school diploma or general education degree (GED); AA preferred. Two years related experience in handling animals and five years supervisory; or equivalent combination of education and experience.
- To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Safely, effectively and humanely capture, restrain and handle different types of animals.
- Deal effectively with the public in tense, emotional situations.
- Operate an animal control vehicle.
- Perform animal euthanasia and handle injured animals.
- Use and maintain equipment required in the capture and restraint of animals.
- Lift small and large animals.
- Plan, organize and administer programs.
- Prioritize and schedule work.
- Prepare and monitor a budget.
- Explain and enforce polices and regulations.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Prepare and deliver oral presentations.
- Represent the department at meetings.
- Establish, maintain effective relationships.
- Operate a computer and related software.
- Train and provide work direction to others.
- Different types of animals, their characteristics and traits.
- California penal codes relating to citation authority. .
- Euthanasia policies, practices and applications.
- Equipment and techniques of animal capture and restraint.
- Budget preparation and control.
- Goals, policies and objectives of animal control and regulation.
- Interpersonal skills.
- Oral and written communication.
- Operation of computers and related software.
- Policies and objectives of assigned programs.
- Applicable section of animal control laws.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Knowledge of:

- Different types of animals, their characteristics and traits.



- California penal codes relating to citation authority.
- Euthanasia policies, practices and applications.
- Various animal capture and restraint techniques.
- Goals, policies and objectives of animal control and regulation.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California driver's license.
- Euthanasia and Powers of Arrest Certification.
- Guard Card.
- O/C Card – Mace Certification.
- Baton Card.
- P.C. 832 Firearm Annual Certification.
- CPR First Aid or Equivalent.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

#### **PHYSICAL DEMANDS:**

- Sitting, standing, stooping, walking, climbing, grasping, crouching, crawl, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 100 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required to have physical capacities to move quickly in response to animal behaviors.
- Required to work as a team player, courteously and respectably with co-workers in a close working environment.

#### **WORK ENVIRONMENT:**

- Works in both inside and is regularly exposed to outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and odors.
- Noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.