

## **ANIMAL CONTROL SUPERVISOR**

### **DEFINITION**

Under general direction, to plan, organize, and supervise the office and administrative support functions of a County Department; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a full supervisory classification for the planning, organization, and supervision of the office.

### **REPORTS TO**

County Administrative Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Animal Control Officer II/I, Office Assistant III, and Animal Shelter Attendant.

## **ANIMAL CONTROL SUPERVISOR – 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, and supervises the Animal Control Office; recommends, develops, and assists Animal Control Officer locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Establishes work schedules and methods for assigned staff, supervises and evaluates assigned personnel.
- Assists with the hiring of new personnel.
- Establishes and implements work training programs.
- Participates in department budget development and administration.
- Has responsibility for the purchasing and inventory of office supplies and equipment.
- May have responsibility for the development, implementation, and use of department computer resources and software.
- Researches, compiles, and analyzes data for a variety of projects.
- Directs the development and develops reports, may prepare and process the Department payroll.
- Has responsibility for department communications systems and equipment.
- Directs the development and implementation of records maintenance and information retrieval systems.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

## **ANIMAL CONTROL SUPERVISOR – 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmissions and communications.
- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods of procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operating and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.

#### **Ability to:**

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Provide supervision, training, and work evaluation for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word processing and other software as appropriate.
- Operate and use office equipment.

## **ANIMAL CONTROL SUPERVISOR – 4**

### **Ability to: cont.**

- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least (2) years of experience comparable to an Animal Control Officer II with Plumas County.

**Special Requirements:** Completion of PC 832 Training. Completion of Euthanasia Training.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.