



ANIMAL SERVICES SUPERVISOR

Definition: To plan, organize, supervise, evaluate, operate, maintain/clean the Inyo County Animal Shelter and the work of the Animal Services personnel engaged in carrying out the Animal Services program; **and** to perform related duties as required.

Distinguishing Characteristics:

The Animal Services Supervisor will be responsible for the supervision of all the specific programs that are the county's responsibilities as it pertains to animal and public health in Inyo County. The Animal Services Supervisor will also be responsible for maintaining the health and welfare of all animals impounded at the Inyo County Animal Shelter on a daily basis. The Animal Services Supervisor will report directly to the Sheriff of Inyo County, or designee.

Essential Job Duties:

Plans, organizes, supervises and evaluates the work of all Animal Services Officers/Personnel assigned to the shelter and field activities within the county; reviews the work of Animal Services Officers through reports, citations and field activity, writes citations and reports; makes schedules and assignments, and changes when needed; consults with Animal Services Officers/ Personnel on problems and progress; develops and recommends ordinances or policies to meet federal, state, and local laws and regulations; review and approve timesheets; prepares and submits program budget, supervises expenditures; balances monies to receipts; deals with the public; explains rabies control ordinances, policies and procedures to the public for awareness of rabies control, and other animal health related subjects; oversee hearings concerning complaints and violations; reviews and evaluates cases for submission to the District Attorney's Office; prepares and conducts staff and public training programs; provides technical assistance and backup to staff as needed; coordinates with state and local animal health agencies; inspects the division's uniforms, equipment, facilities and vehicles; oversees and maintains a healthy clean atmosphere at the animal shelter by feeding and cleaning up after the impounded animals on a daily basis; uses chemical cleaning agent; lifts heavy loads up to 75 pounds; works under unusual conditions; tolerates loud noises; issues dog and kennel license, collects and records fees and fines; impound and releases animals; assists with euthanasia duties as necessary; dispose of animals in the prescribed manner; maintains supplies; posts signs, participates in rabies vaccination clinics; issues

pamphlets and flyers for public notice; maintain up-to-date records; works weekends, holidays and “On-Call” as scheduled; works with volunteers; may attend various meetings and conferences; other related duties as required.

Minimum Qualifications:

High school graduate or equivalent. Three years as a full time Animal Services Officer, and/or Animal Shelter Manager, or equivalent; plus current 832 P.C. and completion of California State Humane Officer Academy (certificate).

Knowledge of:

Federal, state, and County laws, statues, and ordinances related to the control, protection, licensing, impounding, and disposal of animals; administration techniques and procedures of rabies control programs, and other common animal disease, legal liabilities and responsibilities of the division’s staff, basic mathematics, data processing, public relations and interpersonal communications techniques; general animal anatomy, physiology, and humane handling techniques; methods and techniques of supervisor; principles and techniques of organization and management; familiar with affiliated agencies and their functions, legal liabilities; animal capture and restraint techniques; laws, procedures, and reporting requirements for rabies control; public health functions in a rabies endemic area; and general safety practices and requirements; emergency first aid techniques.

Ability to:

Plan, organize, direct and evaluate the work of others; analyze situations accurately and take appropriate action; prepare clear, concise, and accurate reports; organize and interpret data pertinent to workload management; work cooperatively with those contacted in the course of work; interpret and apply laws, regulations, ordinances, and policies regarding the control, protection, licensing, quarantine, impounding, care and disposal of animals; learn crime scene preservation and evidence handling techniques; present evidence and testify in court cases; effectively represent the division’s programs with the public and the media; schedule, assign, evaluate and train subordinates; propose progressive public and animal health programs; safely handle animals to avoid injury to persons or animals; administer emergency first aid; recognize normal and abnormal animal behavior; tolerate animal noises, odors, and behavior; exercise patience, care and compassion in dealing with animals; recognize symptoms of rabies and other animal diseases; perform duties in a manner ensuring a safe working environment for self and others; understand and carry out oral and written instructions; express ideas clearly, orally and in writing; maintain records, logs, statistics and filing systems; meet deadlines; establish and maintain effective working relationships; exercise tact, self-restraint, good judgment, courtesy, firmness, impartially, and persuasion while discharging assigned duties; function appropriately under stressful and/or confrontational situations; interact with persons at all organizational levels; provide clear and satisfactory explanations to questions; identify and define problems and possible solutions; maintain confidentiality with those contacted in the course of work.

Skill to:

Qualify with department-issued firearms and safely and accurately operate assigned firearms; successfully complete departmental training and carry department issued impact weapon, and Taser.