



Animal Control Supervisor (2070)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 15

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to enforce the animal control laws of Bulloch County. Incumbents in this classification supervise Animal Control Officers ensure the animal welfare and care and ensure that the law is administered properly.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee schedules to ensure adequate coverage and control, including on-call schedules; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress; inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to supervisor; and assists with the revision of procedure manuals as appropriate.

Interprets and enforces applicable animal control laws and ordinances, and all other applicable laws, ordinances, rules, regulations, standards, policies and procedures: ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations; and issues citations to violators of animal control ordinances.

Receives, responds to, and investigates animal complaints: supervises and responds to a variety of animal control issues, such as animal bites, potential animal cruelty and abuse, distressed or injured animals, stray and nuisance animals, wild animals, etc.; supervises and transports, traps, and disposes of animals; supervises and assists subordinates in field interviews and investigations; and classifies animal bites.

Enforces the animal control law of Bulloch County: investigates complaints; observes violations and issues citations and subpoenas to violators; gathers evidence and interviews witnesses; issues subpoenas to witnesses involved; refers to database to prosecute repeat offenders; reviews and approves investigative reports prepared by subordinates; prepares documents to submit to court; and presents cases in court as appropriate.

Coordinates field training and in-service training for Animal Control Officers: assigns new Animal Control Officers to field training officer; reviews training reports and makes appropriate recommendations; and conducts various in-service training for Officers on rabies, bites, dangerous animal, neglect, cruelty, abandonment cases, and changes in local or state animal control and welfare laws and regulations.

Supervises and participates in animal shelter operations: feeds and exercises animals; cleans and disinfects cages, dog runs, floors, treatment rooms, etc.; performs minor maintenance and repairs on facilities and equipment, such as fixing plumbing leaks, welding cages, changing light bulbs, etc.; and processes purchase orders for shelter supplies.

Performs related clerical duties: photographs and books every animal transported; answers emergency and non-emergency phone calls in order to both dispatch and log complaints and other information; searches database records for personal information, repeat offenders, lost animals, etc.; files records and complaints; prepares reports on work activities, including citations, warnings, and animal control complaints; and compiles mileage data on County vehicles.

Receives and responds to questions concerning responsibility of pet ownership, laws and ordinances, pet adoption, and other department issues: provides information and answers questions; and resolves complex customer service and animal care and control issues.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations: attends continuing education classes, workshops and seminars.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by three years of experience in animal control; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. Includes counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, animal attacks, animal bites, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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