



## Animal Control & Kennel Supervisor

### Animal Control

AC/2-700

#### JOB SUMMARY

This position is responsible for supervising the operations of the animal shelter, enforcing the animal control ordinance, ensuring the humane treatment of animals in the county's protective custody and performing as a first-line supervisor.

#### MAJOR DUTIES

1. Plans, assigns, and supervises the work of personnel and volunteers in the kennel.
2. Ensures that shelter sanitation, vaccination, and treatment programs are performed according to policy and procedure; maintains required animal records, medication logs, drug logs; maintains inventory of pharmaceuticals.
3. Oversees the proper and humane care and handling of animals by personnel and volunteers.
4. Performs daily inspection of kennel and animals. Observes shelter animals to detect signs of illness and injury, arranging appropriate veterinary visits when needed. Administers temperament tests, evaluates, selects, and coordinates animals for rescue, adoption, or euthanasia.
5. Ensures that staff performing euthanasia are properly trained and certified. Supervises and assists with euthanasia as needed.
6. Performs inspections of kennel building, equipment, vehicles, and work stations to ensure proper use and repair. Maintains inventory and oversees purchasing of shelter supplies and equipment.
7. Reviews and evaluates work schedules, products, methods, and procedures to identify opportunities for improving care and service methods and procedures. Provides and oversees an effective facility and equipment maintenance program and coordinates with appropriate county personnel.
8. Maintains vendor files.
9. Creates and maintains sterilization files for all adopted animals.
10. Photographs and videos shelter animals, edits photo and video content, and maintains Animal Control web pages.
11. Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of local ordinances, state and federal laws pertaining to animal care and control.
2. Knowledge of animal shelter medical practices.
3. Knowledge of hazardous materials and sanitation standards.
4. Knowledge of pet breed identification, traits, and behavior.
5. Knowledge of computers and job-related software programs.
6. Knowledge of financial accounting and budgetary procedures.
7. Knowledge of evidence collection and documentation procedures.
8. Skill in the development of operating policies and procedures.
9. Skill in animal capture techniques and in the use of animal control equipment.
10. Skill in public and interpersonal relations.
11. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Animal Control Director or his or her designee assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include city, county, and state laws; codes and ordinances; safety manuals, standards operating procedures; Georgia Department of Agriculture rules and regulations; and department and county policies and

procedures. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied supervisory and administrative duties. Working with sick or wounded animals and working with aggressive animals contributes to the complexity of the position.
- The purpose of this position is to supervise the operation of the animal shelter. Success in this position contributes to the enforcement of local animal control ordinances and to the health and safety of residents and the animal population.

### **CONTACTS**

- Contacts are typically with co-workers, law enforcement personnel, other county government personnel, state and federal agricultural agents, veterinarians and staff, representatives of human societies and rescue agencies, members of community service organizations, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, or stooping, or sitting at a desk or table. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and interacts with animals.
- The work is typically performed in an office, stockroom, animal shelter, and outdoors. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, aggressive animals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervisory control of Senior Animal Control Officer (1), Animal Control Officer (3), and Adoption Counselor (1).

### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the

influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.