

TITLE: Animal Control Supervisor

AC/2

DEPARTMENT: Animal Control, Fayette County

JOB SUMMARY: This position is responsible for supervising the operations of the animal shelter.

MAJOR DUTIES:

- o Supervises the work of personnel; ensures that shelter sanitation, vaccination, and treatment programs are performed according to policy and procedure; maintains required drug logs; maintains inventory of pharmaceuticals.
- o Supervises employee schedules; maintains records of employee time and attendance, sick leave, vacation, and over time.
- o Balances cash drawer on a daily basis; prepares monthly tender summary; prepares daily deposits.
- o Approves invoices; records purchase orders; maintains budget ledger book; makes budget line item transfers as needed.
- o Creates and maintains sterilization file for all adopted animals.
- o Maintains vendor files.
- o Coordinates the repair and maintenance of facilities and grounds with appropriate county personnel.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of local ordinances, state and federal laws pertaining to animal care and control.
- o Knowledge of animal shelter medical practices.
- o Knowledge of hazardous materials and sanitation standards.
- o Knowledge of pet breed identification, traits, and behavior.
- o Knowledge of computers and job related software programs.
- o Knowledge of financial accounting and budgetary procedures.

- o Skill in the animal capture techniques.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Animal Control Director 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 local ordinances, state and federal laws, quarantine standards, standard operating procedures, and public safety standards. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and administrative duties. Working with sick or wounded animals contributes to the complexity of the position.

SCOPE AND EFFECT: 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.

PERSONAL CONTACTS: Contacts are typically with co-workers, law enforcement personnel, state and federal agricultural agents, representatives of human societies and rescue agencies, pet owners, veterinarians, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: 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, 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 supervision over Animal Control Officer (3).

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

- o 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.
- o 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.
- o 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.