

ANIMAL CONTROL SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Animal Control Supervisor is responsible for operational planning, coordinating, supervising, and participating in the activities of the Animal Control Team. This position also implements a progressive and proactive Animal Control program which includes oversight of the Animal Control Unit's budget, grant writing and collaborations securing additional funding opportunities and partnerships to promote the health and safety of citizens and animals. The Animal Control Supervisor serves as liaison with the community regarding animal control issues and problems; explains ordinances and interprets codes relating to the care and keeping of animals through such means as educational seminars and presentations; writes and revises animal control related policies and procedures; testifies in court on animal control related cases; and manages personnel related processes and actions for staff. Attendance and participation in professional group meetings is required to remain abreast of new trends and innovations in the field of animal control.

Distinguishing Features: The Animal Control Supervisor evaluates operations and activities with the Animal Control Team; recommends improvements and modifications and assists in the implementation of goals and objectives; and implements policies and procedures. Coordinates the ordering of animal supplies, equipment, and medications; conducts inventory and periodic audits of narcotics, medications, and other related supplies. Supervisors are required to: supervise directly in the field and in the office; and work shifts, weekends, and rotational standby duty as required. This class is supervised by the Community Services Director through meetings, conferences and end results achieved. This class is FLSA exempt executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to an Associate's Degree from an accredited college or university in Public Administration, Business Administration, Criminal Justice, or closely related field and 3 - 5 years' experience (or the combination of education and experience equivalent to five years) in animal control or closely related field, with budget involvement or responsibility and supervisory or lead experience (or demonstrated abilities) in writing and interpreting policies, coaching, mentoring, etc.

Special Requirements. Must possess a valid class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to pass a psychological test battery. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Criminal Justice, or closely related field and a minimum of one-year related experience will qualify and is preferred. National Animal Control Association (NACA) Certification for Animal Control Professionals is preferred.

ESSENTIAL FUNCTIONS

Communication: Provides and interprets animal control related policy and code information which explains and administers animal regulations to the public, media, City employees, management and public officials. Participates in animal control projects and efforts, including local and regional meetings and partnerships to collaborate on issues such as animal hoarding and managing feral cat populations. Attends both City-sponsored and neighborhood-sponsored events and meetings to provide information and education to the community. Testifies in court on animal control related cases. Writes and revises animal control related policies and procedures.

Manual/Physical: To ensure safety and service levels, the supervisor has oversight of the training needs required for new Animal Control Officers. Reviews the work product of others to ensure compliance with standard operating procedures, state statutes, and City ordinances. The Animal Control Supervisor is heavily active in the field, inspecting, monitoring, and evaluating subordinate's work to determine compliance with prescribed operating and safety standards or procedures. Operates a motor vehicle (car and animal control one-ton truck) requiring a standard class D Arizona Driver's License. Works in a variety of weather conditions while performing supervision duties. Uses specialized, nonroutine, protective equipment when required to enter areas containing hazardous materials or large amounts of noxious animal excrement to rescue animals or conduct investigations. Operates office equipment including a personal computer (PC). Meets scheduling and attendance requirements.

Mental: Conducts operational planning for the unit to improve the service delivery and public perception and is involved in making recommendations to management. Analyzes data and reassigns staff and enforcement efforts accordingly. Oversees Animal Control Unit's budget. Provides technical assistance to staff regarding field investigations of the more difficult cases, such as those involving animal cruelty, serious animal bites, or vicious dog cases, and in the preparation of related documents; conducts the more complex investigations which may involve contact with other partnering agencies; and prepares evidence for court cases and testifies in court. Manages personnel related processes and actions for staff. Interprets animal control codes or ordinances for management, staff, and the public. Supervises and evaluates the work of subordinate personnel. Prioritizes work activities of the Animal Control Team including held over calls for service.

Knowledge and Abilities:

Knowledge of:

City of Mesa codes and ordinances relating to animal control; State of Arizona statutes relating to animal control;
the procedures and practices for capturing and handling a variety of wild and domestic animals; the physical geography of the City of Mesa;
the general principles of animal behavior;
specialized animal control equipment and techniques;

the principles and practices of employee supervision, including performance evaluations; and the principles and practices of employee training.

Ability to:

supervise staff;
answer complaints involving animal control;
complete Field Interrogation Cards and Impound Cards; write reports on violations and prepare daily activity reports;
enforce Animal Control laws using appropriate level of explanation and presence of authority to gain agreements and avoid court action;
represent the City in court actions related to animal violations;
observe and report conditions conducive to crime;
interact with other City and county law enforcement and/or animal control staff to establish and maintain effective working relationships;
exercise initiative and independent judgment in establishing priorities, scheduling work, and completing assignments;
maintain a high volume of work output with minimal supervision;
capture and handle safely, a wide variety of wild and domestic animals;
learn and utilize proper radio procedures;
operate a PC to access information to conduct research and create and maintain accurate public records;
and
establish and maintain effective working relationships with City officials, other professionals, coworkers and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-GEN

INCREMENTS 52-200

PAY GRADE: 49

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