

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Animal Control Supervisor
DEPARTMENT: Police Department
REPORTS TO: Administrative Services Captain

SALARY GRADE: 17
FLSA STATUS: E
DATE: 8/2018

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

The Supervisor of Animal Control performs responsible professional work and intermediate administrative work managing and overseeing the City's Animal Services enforcement operations to ensure the public health and safety of the community; does related work as assigned.

An employee in this classification organizes, directs, coordinates, and participates in enforcement activities relating to animal issues, citizen disputes, and customer service. Work involves planning, organizing, monitoring, liaison support, coordination, negotiation of permitting issues, and performing a variety of specialized activities related to the protection of public health, public safety, and animal welfare. The employee organizes work, sets priorities, and exercises sound, independent judgment within established guidelines and procedures.

ESSENTIAL JOB FUNCTIONS:

Determines and establishes goals and objectives necessary for the effective and humane conduct of animal control operations

Plans, prioritizes, assigns, supervises, and evaluates the work of staff involved in the enforcement of ordinances governing the care and keeping of domestic animals; prepares and coordinates work schedules of animal services staff.

Provides supervision, training, technical advice, standard operating procedures, and assistance to subordinate officers involved in field investigations, rabies prevention, animal licensing, permitting requirements, humane treatment of animals, regulatory code compliance and enforcement work; advises staff on complex or sensitive issues.

Performs all Animal Control Officer's duties, including cleaning cages/runs and monitoring of animals.

Prepares and submits program budget and supervises the review of expenditures and maintenance of budgetary controls including future needs of personnel and equipment.

Oversees the proper maintenance of Animal Services case files, permits, and licensing records.

Manages enforcement operation of public dog exercise areas.

Investigates animal bites and other animal related concerns including but not limited to animals at large, sick and injured animals, humane conditions, and unlicensed and/or unvaccinated animals.

Issues warning notices and citations for violations of the City Code; coordinates with Legal Services in the prosecution of municipal infraction citations by testifying in Court.

Represents the City on various boards and organizations on the local, regional, state and federal levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities

Promotes community and public relations by speaking to civic associations, homeowner associations, and school groups about Animal Services programs, policies and regulations.

Evaluates animal services operations and activities; recommends improvements and modifications.

Prepares draft ordinances to amend animal control regulations for Mayor and Council to review.

Participates in employee selection; supervises the work and prepares performance evaluations for Animal Services staff.

Prepares a variety of written material and statistical reports concerning animal control services.

Performs related tasks as required.

MATERIAL AND EQUIPMENT USED:

Animal Control Van Control Pole Computer Handheld Radio General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Equivalent of an Associate's Degree from an accredited college or university with major course work in animal science, public administration, business administration, planning, public policy, law enforcement, or a closely related field.

Minimum of five (5) years of progressively responsible and increasingly knowledgeable professional experience in animal services, regulatory compliance/enforcement, law enforcement, military or related field

At least two (2) years of responsible experience in a supervisory or lead worker position.

Any combination of education, training and/or experience that would provide the required knowledge, skills, and abilities is qualifying.

Licenses and Certifications:

Valid driver's license

National Animal Control & Humane Officer Academy (NACHO) Modules A and B to obtain NACA certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the laws, ordinances, and regulations governing the control, care, handling, treatment and impounding of animals.

Thorough knowledge of the procedures, methods, and techniques of handling, caring for and controlling a variety of domestic and wild animals including capturing, muzzling, restraining and tranquilizing techniques.

Thorough knowledge of the physical and behavioral characteristics of common wild and domestic animals, including symptoms of animal diseases and abuse.

Thorough knowledge of the geography of the City and park areas or other facilities owned or operated by the City.

Knowledge of the principles and practices of employee supervision, including work planning, assignment, review and evaluation, and training of staff in work procedures.

Skill and ability in picking up and handling a variety of live and dead domestic and wild animals, fowl, and reptiles.

Skill and ability in planning, organizing, directing, coordinating, and evaluating the animal services program and related initiatives.

Skill and ability in developing and administering program goals, objectives, and procedures.

Skill and ability in interacting with a wide range of people of diverse backgrounds.

Skill and ability in providing effective supervision and staff management, including selecting, training, and planning, coordinating, assigning, prioritizing, reviewing and evaluating the work of employees.

Skill and ability in utilizing customer service and public relations techniques in responding to inquiries, complaints and requests.

Ability to interpret, explain, and apply laws, regulations, and policies relating to animal control practices fairly and consistently.

Ability to collect facts and prepare and present accurate, logical, and reliable oral and written reports, recommendations, and presentations with firmness, tact and impartiality.

Ability to delegate authority and responsibility effectively, set clear expectations, holds staff firmly accountable, and accepts personal accountability/responsibility for outcomes.

Ability to maintain accurate files and records.

Ability to interact professionally and cooperatively and establish, cultivate and maintain cooperative, productive and effective working relationships with associates, public officials, representatives of law enforcement agencies, the general public, and all those encountered in the course of work.

Physical Demands

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to manipulate, handle, feel or keyboard; speak and hear; climb or balance, stoop, kneel, crouch, or crawl; reach with hands and arms; climb stairs; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; and push, pull and/or lift up to 50 pounds.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions. The employee is frequently exposed to animals with the potential for contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The employee must occasionally lift, carry, and/or move materials or objects weighing up to 50 pounds, and must regularly lift, carry, and/or move materials or objects weighing up to 20 pounds in the performance of daily job activities.

The incumbent's working conditions are typically moderately quiet to very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.