

ANIMAL CONTROL SUPERVISOR

DEFINITION

To plan, organize, direct, and supervise animal control operations within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned manager.

Exercises direct supervision over assigned animal control staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for dispatch services and operations; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material, and supplies; monitor and control expenditures.

Work cooperatively with other law enforcement groups and animal related organizations when joint action is required.

Supervise and review the recording of all citations issued; assist staff in the investigation and preparation of formal complaints for court action against violators of ordinances and laws; prepare case files; and assemble necessary documentation.

Set up maintenance schedules for tranquilizer guns, firearms and any other weapons required in the performance of animal control duties to ensure that they are kept in safe operating condition.

Supervise and train staff in the practice of euthanasia.

Handle and impound large and small, domestic, and wild animals to assure public safety and animal welfare.

Investigate complaints of potential violations to achieve compliance with pertinent State laws and local ordinances.

Supervise staff in the enforcement of quarantine procedures to protect public health.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Perform the duties of an Animal Control Officer as necessary.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of animal control, care, and custody.

Equipment, tools, and materials used in animal control, including feeding, kenneling and general handling of large and small animals.

Causes, symptoms and safe handling of rabid and diseased animals; legal regulations, reports and procedures for handling rabies.

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State, and federal laws, ordinances, and rules.

Legal liabilities and responsibilities of those concerned with the enforcement of animal control regulations and laws.

Use and care for department issued weapons and other law enforcement equipment and tools.

Offensive and defensive weapons nomenclature and theory; use and care of firearms, chemical agents, baton, and other related law enforcement paraphernalia.

Various breeds of animals and their care and feeding.

Ability to:

Organize, implement, and direct animal control operations and activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk or in vehicle for long periods of time; walk and stand during field activities; bend, squat, kneel or twist while working in the field or kennel operations; perform simple and power grasping, pushing, pulling and fine manipulation.

Intermittently, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and occasionally lift very heavy weight.

Use chemical restraints, tranquilizers, and traps; oversee euthanasia of animals with weapons or chemical immobilizers in a safe and humane manner.

Competency in the use of ancillary police weaponry and weaponless defense.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Resolve confrontations in a sensitive manner, exercise tact and good judgment.

Gather evidence; prepare a case for court; testify in court.

Care for and safely handle animals, both large and small.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.  
Work shifts, standby, weekends and holidays on a rotating basis.

Supervise, train, and evaluate assigned staff.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in licensing, patrolling, kenneling or enforcement work in an animal care/protection or law enforcement agency, at least one of which is comparable to that of the Animal Control Officer with the City of Roseville.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a California Penal Code (PC 832) firearms course certificate as issued by the California Commission on Police Officers Standards and Training.

Possession of, or ability to obtain, a certificate of Humane Academy completion, such as issued by California Animal Control Directors' Association or certificate of Humane Law Enforcement Academy completion such as issued by Cal Animals.

Possession of, or ability to obtain, a valid First Aid and CPR Certificate, such as issued by the American Red Cross.

01-16-2024: Minor edits grammar, supervision, and certificate

03-22-2014: Animal Control Supervisor