



Animal Shelter Supervisor

Summary

Responsible for the maintenance and operation of the City's Animal Shelter, to include kennel operations, health care, euthanasia, administrative and support services for animal care issues, assuring that established basic care standards are met for all animals.

Class Characteristics

General direction is provided by the Animal Services Manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Oversee the daily operation of the City's animal care and sheltering, including animal care staff and volunteers.

Assure proper and humane handling of all animals through the department, at all times, with attention to their comfort, stress level, and special needs.

Responsible for all kennel care issues, including training for animal care, the welfare of sheltered animals and records relating to kennel areas.

Assist with front counter operations, including adoptions and customer service. Provide adoption counseling.

Establish and promote a team approach with staff and direct weekly staff meetings.

Perform initial general health exams of all animals admitted; identification and treatment of animals requiring veterinary care.

Oversee the administration of vaccines and drugs.

Oversee the scheduling of spay/neuter and other surgeries with participating vets.

Network with other shelters and rescue organizations to ensure the placement of all adoptable animals.

Perform canine temperament evaluations and train other staff to perform same.

Work with Animal Services Manager and shelter veterinarian in identifying and scheduling euthanasia of shelter animals and perform euthanasia when needed.

Perform related duties as assigned.

Skills/Abilities:

Read, analyze, and interpret common scientific and technical journals.

Respond to common inquiries or complaints from citizens, regulatory agencies, or members of the public.

Understand dosage of such chemicals, but not limited to, chlorine, insecticides and halothane.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

Position requires extended periods of sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data, using a computer keyboard. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hearing is required when providing phone and counter service. The incumbent is frequently around animals that are agitated or injured and may attempt to bite or scratch.

Qualifications

Knowledge of:

Operation and functions of an Animal Services program; laws, work procedures and techniques needed to care and control animals, including techniques for euthanasia of animals.

Physical and behavioral characteristics of common domestic animals and livestock, including symptoms on animal abuse and diseases.

State, County, and City laws, regulations, codes, and ordinances pertaining to animal and rabies control, and the licensing of animals.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education:

Equivalent to graduation from high school. Related college course work desirable.

Experience:

Two years of experience in animal shelter administration, animal health care management, or animal hospital office management, this includes supervision of staff. Related college course work desirable.

Certifications/Licenses:

Must possess a valid California class C driver's license.

Respond to emergency animal assignments during off-duty hours.

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Established: 05/17/99
Resolution #: 99-113 N.C.S.
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Department: City Manager
FLSA Status: Exempt