

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Supervisor of Animal Control</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>DA26</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Public Safety Support and Security</u>

PRIMARY PURPOSE:

Supervises, plans, directs and coordinates animal control program activities for the Springfield/Greene County Department of Health.

SUPERVISION:

Under the general supervision of the Assistant Director of Health.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and participates in the tasks involved in responding to citizen complaints regarding stray, injured, dangerous or unwanted animals, dogs running at large, etc. and analyzes each situation to determine proper course of action.
2. Oversees the investigation of reports of animal bites and cruelty to animals.
3. Advises citizens including animal owners and neighbors regarding state and local regulations, ordinances and requirements as they apply to animal control.
4. Maintains shift schedules, assures each shift is properly staffed, and distributes daily work assignments.
5. Ensures that assigned employees follow proper safety procedures.
6. Provides training and instruction to employees including proper animal handling techniques and ensures that safety equipment and protective gear is utilized whenever appropriate and equipment is kept in safe working order.
7. Ensures employee compliance with uniform dress code.
8. Completes performance evaluations, recommends and implements necessary disciplinary action, schedules and approves leave, and participates in and makes recommendations regarding hiring decisions of assigned staff members.
9. Prepares and maintains required records and reports including payroll, inventory, program statistics, monies received at the City Animal Shelter.
10. Reads and interprets a variety of written information including ordinances, Missouri Department of Health Rabies Prevention Protocol, court orders, laboratory and police reports, etc.
11. Participates in the design of standard operating procedures for the animal control program.
12. Provides for the day-to-day care for animals at the City Animal Shelter.
13. Conducts periodic inspections ensuring that the City Animal Shelter facility and operations meets applicable federal and state regulations.
14. Monitors the use of all drugs and hazardous substances used by Animal Control with state and federal regulations.
15. Prepares division budget, monitors expenditures, and writes specifications for purchase of equipment, supplies & commodities and maintains an appropriate supply of needed materials.
16. Drives vehicles such as pickup trucks to respond to non-routine situations that need supervisory attention; may assist employees in carrying out the animal control program.
17. Issues warnings and citations for ordinance violations.
18. Reviews cases presented to the prosecutor and appears in court to testify when required.
19. Utilizes computer applications as needed.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, and other training for professional development purposes.
2. Performs routine preventive maintenance and minor repairs on assigned equipment and facilities.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of domestic animal behavior and care; supervision and management techniques.

Abilities

Effectively supervise animal control program; read, learn, understand, and apply regulations and applicable laws related to animal control; work independently and responsibly; handle a large volume of public contact, including handling difficult situations in a pleasant and efficient manner; utilize sound independent judgment and make responsible decisions and recommendations; provide appropriate direction to assigned employees; prepare accurate and complete reports and records; learn and utilize computer software applications; follow oral and written instructions, including accurately and efficiently carrying out set procedures; deal effectively and courteously with associates, media, veterinarians and other animal care providers, law enforcement officials, and the general public; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in animal science or closely related field plus two years of animal control, animal care or directly related experience. Directly related experience may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, twisting, kneeling, and reaching from overhead to ground level; must be able to lift, carry, push, and pull up to 120 pounds; hold and grip objects; climb such things as ladders, stairs, and fences; must run, walk, and sometimes crawl after animals; subject to periods of prolonged sitting and standing; must be able to distinguish colors for animal identification and tag coding system, observe and identify conditions to inspect shelter.

Working Environment

Both indoor and outdoor working environment with exposure to extreme weather conditions, dust, and pollen; subject to constant noise, odors, and fumes; susceptible to chemical hazards associated with sanitizers and cleaners; possible exposure to disease and other safety hazards associated with handling injured, rabid, diseased, or vicious animals.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License. Candidates must obtain and maintain certification to euthanize within the first year of employment.

Miscellaneous Requirements

Ability to work day or evening shifts, weekends or holidays as required. Also subject to emergency call-in.

Last Revision:	February 21, 2012	GENERAL ORDINANCE NO. 4961
Comments:	Updated Abilities	Date: February 7, 2000

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____