

CITY OF SALINAS

ANIMAL SERVICES SUPERVISOR (FIELD/SHELTER)

**BARGAINING UNIT/CLASS CODE:
SMEA/O13**

DEFINITION

To assume lead responsibility for the operation of the City animal shelter and related animal services; and to perform other police support technical duties.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Police Support paraprofessional series. Incumbents perform staff supervision and the more complex duties associated with the operation and maintenance of the City Animal Shelter/Field Services.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Animal Services Manager. Exercises direct supervision over field/shelter personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Supervise and participate in the enforcement of animal control laws and regulations. Schedule, train, assist, and evaluate assigned staff; ensure adequate staff and volunteers are scheduled. Supervise and assist in the humane care, feeding, redemption, adoption, euthanasia and disposing of animals. Assist in the development and implementation of goals, objectives, policies, and priorities for field/shelter operations. Educate the public on animal issues. Receive and investigate animal complaints; issue citations for violations of animal regulations. Pick-up and impound stray, injured and dead animals. Purchase supplies and equipment as necessary; maintain adequate inventories. Prepare and maintain relevant correspondence, records and reports. Prepare preliminary budget requests and monitor expenditures. Provide and/or supervise orientation of employees on departmental and safety procedures and policies. Examine animals daily to ensure that humane care and attention is provided to all animals in the City's custody. Actively participate in the training of field/shelter personnel. Conduct regularly scheduled meeting with field/shelter personnel. Work with veterinarians to provide humane care of animals; administer prescribed medication and other treatments as directed by veterinarians. Ensure facility and animal quarters are kept in sanitary condition; secure facility to prevent vandalism. Respond to emergency calls outside of regular business hours. Testify in court when necessary; collect and preserve evidence as appropriate. Solve operational problems as needed. May manage animal shelter in the absence of the Animal Services Manager. Promote and maintain safety in the workplace. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to use hand tools, write, use telephone, two-way radio and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone or on a two-way radio and be heard and clearly understood in conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and on a two-way radio; physical agility to maneuver animals occasionally weighing up to 100 pounds, push/pull, squat, twist, turn, bend, stoop and reach overhead to attend to animals, pushing/pulling of animal cages and equipment and supplies, reaching in all directions and prolonged periods of time; no severe allergic reactions to animals; physical mobility sufficient to sit in a vehicle for prolonged period of time, stand, walk, and/or run in pursuit of animals on uneven surfaces, physical strength to lift up to 100 lbs several times per day; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
ANIMAL SERVICES SUPERVISOR (FIELD/SHELTER) (continued)**

WORKING CONDITIONS

Working environment includes daily contact with various types of animals, exposure to animal wastes, animal bites and various cleaning and disinfecting chemicals. Work under adverse conditions such as heat, cold, rain, and alone at night; work any assigned shift, holidays and weekends; work scheduled and emergency overtime, as needed; report for duty in an emergency. Physical mobility sufficient to move about the work environment and in the field, ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Animal breeds, nutrition, general care and handling. Principles and practices of employee training and supervision. Safety principles, practices, and procedures. Basic organization and functions of a municipal law enforcement agency. Laws, regulations, and policies related to animal services. Departmental operating policies, procedures and techniques for assisting the public. Symptoms of rabies and other animal diseases and methods for treatment of such diseases.

Ability to:

Supervise the enforcement of animal regulations, and the animal shelter operations. Handle scared, injured, ill and/or aggressive animals. Exercise good judgment while working under pressure. Interpret and apply laws and regulations of the City and Police Department. Communicate clearly and concisely, orally and in writing. Prepare written reports and maintain an efficient record keeping system. Work cooperatively with others. Assist the public in a polite and tactful manner. Supervise, train and evaluate assigned staff. Work irregular hours, holidays and weekends. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service. Lift 50 pounds from ground to waist. Pick up and impound stray, injured and dead animals.

Skills to:

Euthanize animals pursuant to prescribed methods, and in a humane manner. Operate radio-dispatching equipment.

License or Certificate:

Possession of a valid California Driver's License. Obtain a Certificate of Completion of Euthanasia by Injection Study within 6 months of appointment. Obtain a Certificate of Completion of Powers of Arrest (832 P.C.) within 6 months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade, and 2 years of work experience in the field of Animal Care or Law Enforcement Support activities. Two years of supervisory experience is highly desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 4-99, REV: 12-04 REV: 07/06