

Class Code: 1208
Revised: 3/8/2018
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ANIMAL CONTROL SUPERVISOR

PURPOSE AND NATURE OF WORK

This is administrative and supervisory work responsible for planning, assigning, and directing all activities of the City/Parish Animal Care Center program in the enforcement of ordinances and the operation and maintenance of the animal shelter in line with nationally accepted Best Practice standards. Creates and manages fiscally responsible budget, providing sustainable resolution for constituents and life-saving of shelter pets that includes collaboration with other animal welfare organizations. The incumbent disseminates information to the public designed to explain and obtain cooperation and support for the animal control program. In performing these duties, exercises independent initiative and judgment in accordance with policies, procedures, and guidelines. Work is reviewed through conferences and reports, and on the basis of results obtained under the administrative direction of the Chief Administrative Officer and has supervisory responsibility for the Animal Care Center personnel.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Schedules, assigns, and supervises the work of staff at the Animal Care Center. Coordinates ongoing training for personnel engaged in receiving, humane handling, housing and care of animals and in the maintenance and operation of the Animal Care Center. Conducts public information programs relative to animal control. Handles complaints from the public. Investigate complaints of animal cruelty and mistreatment. Supervises and participates in the preparation of reports and the maintenance of records and files. Accounts for all fees collected. Develops the operating budget for the Animal Care Center and recommends modifications to the program and operating policies and procedures. Serves as an advisor to the Animal Care Center Advisory Board, and is responsible for enforcing applicable ordinances.

Creates and maintains programs that assist constituents with alternative placement to prevent surrender to the shelter (Surrender Prevention or Managed Intake), spearheading collaborative efforts to provide services to those constituents (Safety Net), establish open live outcome programs for adoption and rescue transfer and Targeted Spay/Neuter programs.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the laws, ordinances, rules and regulations and policies governing Animal Care Center, and ensuring all are in line with Best Practices standards.

Knowledge of the proper humane handling and housing of animals and the safety, health, and sanitation practices to be used in dealing with animals.

Knowledge of current office practices, record keeping, and administrative practices and effective use of technology.

Ability to plan, assign, direct, and supervise the work of subordinate personnel.

Ability to conduct a public information program.

Ability to apply for grants on behalf of Lafayette Consolidated Government for the Animal Shelter and Care Center.

Ability to prepare reports, and to supervise the maintenance of files and records.

Ability to establish and maintain effective working relationships with other employees, the general public, non-profits and rescue groups, concerned with the care and treatment of animals.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, supplemented by a college degree in Animal Science, or related field, and considerable supervisory experience which involved public contact work in difficult situations; or an equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

In accordance with Louisiana state law, euthanasia personnel shall receive Euthanasia Certification by the Humane Society of the United States Academy on Euthanasia or an equivalent program within one year of date of employment for continued employment.