

ANIMAL CONTROL FIELD SUPERVISOR

PURPOSE AND NATURE OF WORK

The purpose of the single position in this classification is to supervise and direct the field operations section of the Animal Control division and evaluating performance of the Animal Control Officers. The incumbent will assign work to the officers and will be responsible for making decisions related to work capturing wildlife, livestock, domestic animals, etc. In performing these duties, the incumbent is given authority to exercise independent judgment and initiative in accordance with established policies, procedures, and guidelines. Work is reviewed in the basis of quality, adherence to policy and procedures, and results obtained related to incumbents individual performance as well as performance of the section under the incumbent's supervision. Work is performed under the general direction of the Animal Control Manager. Position supervises Animal Control Officers and a Dispatcher and is subject to 24-hour call.

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

Supervises and participates (when required) in the work of the Animal Control Officers engaged in the enforcement of the Animal Control Ordinance. Provides training to new employees and ensures all employees receive necessary ongoing training; training subordinates in all aspects of animal handling, animal behaviors, breed identification, and disease identification. Manages the activities of the Animal Control Division, including the development of protocols and policies and maintaining applicable records. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective division operations. Enforces applicable state and parish laws and public health codes related to rabies, including the rabies specimen collection, preparation, and quarantine. Prepares and delivers public education programs related to animal control issues. Prepares investigative reports for trials and court proceedings and collaborates with law enforcement agencies and prosecutors on pending animal cases. Personally handles more difficult situations and issues dealing with the capture, transportation, and issuance of notices/warnings/ or citations related to the Animal Control Ordinance. Responds to emergency situations when necessary; assisting other law enforcement agencies when necessary; assisting OHSEP department when necessary. Investigates complaints of animal cruelty and mistreatment. Participates in the interviewing and hiring process for new employees in the section. Performs annual evaluations of assigned personnel. Conducts shift briefings and assigning patrol areas; performing equipment, vehicle, and uniform inspections. Informs the Animal Shelter Manager of major problems or cases requiring special attention. Oversees the dispatching of Animal Control Officers in response to calls. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

- Considerable knowledge of the laws, ordinances, rule and regulations, and policies governing animal control.
- Thorough knowledge of nature of work of Animal Control Officers, especially techniques used in the capture of domestic animals, livestock, and wildlife, including dangerous or injured.
- Thorough knowledge of computer software used by Animal Control.
- Knowledge of animal behavior, care, disease, and health; symptoms and behavior associated with rabies and other common animal diseases.
- Knowledge of animal euthanasia process and procedures; laws regarding animal euthanasia.
- Ability to deal firmly, tactfully, and impartially with individuals contacted during the course of work.
- Ability to prepare reports and to supervise the maintenance of files and records.
- Ability to plan, assign, and supervise the work of subordinate staff.
- Ability to communicate, both orally and written
- Ability to establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in animal control facility; or any equivalent combination of training experience.

NECESSARY SPECIAL QUALIFICATION

- Possession of a valid Louisiana driver's license.
- In accordance with Louisiana state law, euthanasia personnel shall attend the Humane Society of the United States Academy on Euthanasia or an equivalent program within one year of date of employment.