

# Animal Shelter Supervisor

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs difficult skilled human support work planning, overseeing and participating in animal shelter operations; promoting the proper adoption or transfer of animals; overseeing animal control operations; preparing and maintaining files and records, and related work as apparent or assigned. Work is performed under the limited supervision of the City Manager. Continuous supervision is exercised over the Animal Control Officer.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Utilizes social media and other resources to advertise and promote the adoption of the animals.

Recruits and develops relationships with licensed animal rescue organizations to advance the placement of animals.

Deals with volunteers and animal welfare organizations to promote and increase the number of adoptions.

Administers required medications and treatments; responds to veterinarians for abandoned animals and treatment of animals.

Answers telephone; receives and responds to inquiries and complaints; receives and responds to animal control complaints regarding stray and abandoned animals, cruelty of animals and wildlife concerns.

Euthanizes and disposes of incarcerated and unclaimed animals.

Maintains database of animal registration, adoption, transfer and euthanizations.

Cleans and disinfects kennels, cages, food and water containers; feeds and waters animals housed in the shelter.

Assigns work to the Animal Control Officer; develops staff schedules; trains assigned personnel on shelter responsibilities including euthanasia and disposal requirements.

Performs the duties of an Animal Control Officer; assists in trapping and removing animals; assists with loading and unloading animals from metal traps and vehicles; issues summons and warrants; appears in court on related cases.

Handles livestock and horses; arranges board for livestock and horses.

Prepares and maintains various logs, files and reports; maintains records and produces written correspondence; purchases and picks up supplies.

Performs general maintenance, custodial and grounds keeping duties in and around the facilities; performs preventive maintenance on animal control vehicle.

## Knowledge, Skills and Abilities

Thorough knowledge of the laws, ordinances and regulations governing animal shelter operations; thorough knowledge of the geography of the City; thorough knowledge of the care, control and handling of dogs and other animals; general knowledge in the use of animal traps and firearms; ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed; ability to operate personal computer, associated hardware, software and peripheral equipment; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

High school diploma or GED and moderate experience in animal control work including shelter operations, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 50 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or

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hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Possession of or ability to acquire DEA drug license, euthanasia, bite stick, pepper spray and firearms certifications within six months of employment; Animal Control Officer certification required within two years of employment; preferred as soon as practical.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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