

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ANIMAL CONTROL MANAGER

Department: Animal Services

Pay Grade: 114

FLSA Status: EXEMPT

Job Class: 4045

Risk Code: 8831

JOB SUMMARY

Responsible for managing the enforcement of the County ordinance that pertains to domestic animals, including performing field enforcement activities. Oversees and provides for the proper housing and care of animals in the County's kennels.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, assigns, and supervises employees in animal control operations and delegates tasks and assignments in accordance with established procedures.
- Ensures that proper records are prepared and maintained.
- Performs fieldwork advising residents of the County and State Animal Control Enforcement and Rabies Control laws including the apprehension of stray animals and enforcement of ordinances, codes and laws.
- Advises residents on the responsibility of animal ownership. Obtains necessary information in case of animal bites. Explains animal control regulations to the public. Advises all parties of proper procedures for processing complaints. Acts as liaison between complaining parties.
- Responds to telephone and radio requests and locates reported stray animals. Checks animal for rabies tags. Attempts to locate animal's owners and obtain necessary information to satisfy complaint.
- Ensures that county and state Animal Control Enforcement regulations/ordinances are enforced and issues necessary citations and summonses to law breakers. Represents the County as witness in legal matters.
- Supports enforcement team by Responding and investigating animal control calls/complaints anytime of the day or night as required.
- Completes, writes, and processes necessary forms, reports, citations and other required paperwork and record-keeping process of the animal control unit. May assist in the general central office duties.
- Drives horse trailer for capture and transport of livestock and may oversee the maintenance, mowing, and fence repair of livestock fields.

- Required to handle potentially dangerous animals.
- May provide public education to individuals or groups.
- Required to work extended hours as needed without prior notice to aid in animal rescue or seizure efforts.
- Required to report to work to provide support, coordination, and completion of duties as detailed by the Florida Division of Emergency Management ESF17 in the event of a disaster, severe weather threat, or other declared emergency.
- Drives horse trailer for capture and transport of livestock and may oversee the maintenance, mowing, and fence repair of livestock fields.
- May provide public education to individuals or groups.

- Required to report to work to provide support, coordination, and completion of duties as detailed by the Florida Division of Emergency Management ESF17 in the event of a disaster, severe weather threat, or other declared emergency. Assists the Director with preparing the department budget, policies, procedures, and the five-year capital improvement plan.
- Conducts special studies when instructed by Department Director, Assistant County Administrator, or the Commission.
- Determines resource allocation, utilization, promotion, and discipline as needed.
- Evaluates personnel on performance, observance of rules and regulations, public contact, and conduct.
- Provides a positive example for subordinate staff regarding work ethic, attitude, professional ethics, and knowledge of the policies, interpersonal interactions, and mutual respect.
- Encourages and facilitates professional development and leadership capabilities of division staff.
- Appears in court to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of civil/criminal infractions of animal laws. May be required to report to court as needed during days or hours other than the regularly scheduled work week.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a moderate size staff, with no indirect supervision. Includes assigning, directing, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; and five (5) years' experience in animal control; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida Animal Control Officer certification.
- Successful completion of Animal Control courses required under the Animal Control Enforcement Program.
- Successful completion of Florida State approved sixteen (16) hour euthanasia technician certification course within six (6) months of appointment.
- Successful completion of Florida State approved chemical capture certification course within six (6) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- General management skills.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to public groups and/or boards.
- Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to maintain statistics.
- Knowledge of animal control, care, behavior, capture, and euthanasia techniques.
- Strong animal handling skills, including but not limited to, small animals, domestics, exotics, and livestock.
- Ability to prioritize cases and assignments.
- Ability to perform research and analyze statistics and other related data.
- Ability to read and interpret codes, ordinances, policies, procedures, rules, and regulations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes participation in building a constructive team spirit where team members are committed to the goals and objectives of the team.
- Knowledge of Marion County Animal Control and Enforcement Ordinance, Florida State Laws Relating to Animals, rules of criminal/civil procedures, and Animal Services' policies.
- Knowledge of communicable zoonotic disease symptoms.

- Knowledge of case preparation and reporting procedures pertinent to the judicial process.
- Ability to identify animals by breed.
- Ability to perform research and analyze statistics and other related data.
- Ability to read and interpret codes, ordinances, policies, procedures, rules, and regulations.
- Ability to remain calm in stressful situations.
- Ability to handle potentially dangerous animals.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb, balance, and run; will regularly be required to talk or hear; and will frequently be required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, stoop, kneel, crouch or crawl, and smell. Required to handle potentially dangerous animals. May be required to wear a respirator.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes or airborne particles, caustic chemicals; may be required to wear a respirator and will frequently be required to handle or move animals of various sizes, species, temperaments, and conditions of health, and will regularly be exposed to moving mechanical parts and outdoor weather conditions. The noise level is loud. May be required to wear a respirator.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.