



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 CARE TECH SUPERVISOR

Department: Animal Services
Pay Grade: 108
FLSA Status: Non-Exempt
Job Class: 8008
Risk Code: 8831

JOB SUMMARY

This is a supervisory position related to the day-to-day supervision of animal care personnel and the general operation of the Animal Center. This position also requires manual labor relating to all policies and procedures regarding the operations, care, maintenance, health, and disposition of animals at the Marion County Animal Center.

ESSENTIAL JOB FUNCTIONS

- Supervises and trains technicians in the Animal Center operations relating to the care and maintenance of animals and various diagnostic testing, requiring specialized knowledge and skills.
- Ensures completion of tasks assigned to subordinates by supervisor. Acts on behalf of supervisor or manager in their absence. Functions as expert and information resource in animal care field.
- Reviews work of subordinates for completeness, accuracy, and compliance with departmental objectives.
- Evaluates personnel on performance, observance of rules and regulations, public contact, and customer service.
- Assists management with scheduling and duty assignments.
- Vaccinates, draws blood, collects specimens, administers medication, performs microchip implant procedure, assists veterinarian with surgery and exams, performs pre- and post-operative care, and reads and interprets routine diagnostic tests at the shelter and/or the mobile spay neuter clinic.
- Responsible for daily cleaning and sanitization of facility, routine repairs and maintenance.
- Perform euthanasia of animals.
- Maintains records, reports, and, drug logs. Ensures competency and documentation of all tasks, including fiscal and revenue accountability and controlled substance (euthanasia drugs).
- Prepares and dispenses food supplies; monitors food consumption, behavior, symptoms of disease, and condition of confined and quarantined animals.
- Conducts animal identification, assessment, redemption, and adoption procedures.
- Assists animal service representatives with the impoundment of incoming animals. Required to handle potentially dangerous animals including domestic, exotic, and livestock.
- Assists animal control officers with handling, identification, vaccinations, placement of animals and

- education of the public regarding local and state animal laws.
- Performs daily data entry for record keeping and inventory of animals.
 - Selects and makes recommendations for final disposition of animals
 - Stocks, maintains, and inventories medicine and supplies.
 - Coordinates and supervises the utilization of volunteers, community service assignees, and juvenile workers in unskilled general care-taking duties.
 - Procures, transports, and unloads supplies and equipment for animal care.
 - Transports of trash, garbage, and dead animals for disposal to the landfill.
 - Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
 - Required to report to work or work unscheduled extended hours for the circumstance of large animal seizures, cases or other urgent animal medical needs.
 - May work at the reception desk area to equalize peak periods, performing clerical duties, answering phones, and perform routine transactions including cash handling.
 - Performs routine filing and record keeping tasks.
 - Preparation and shipment of animal heads for rabies laboratory testing. Cuts or saws through specimens and makes ready for transport.
 - Work in the field for Animal Services public events or to assist animal control officers.
 - May serve as relief driver on the mobile spay neuter clinic.
 - 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.
 - Basic maintenance and care of county vehicles.
 - 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.
 - 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

Responsible for directly and regularly supervising work of a moderate size staff, with no indirect supervision. Includes assigning, directing, evaluating, 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 from two-year college or technical school in a related field, and a minimum of one (1) year experience in kennel/shelter management; or two years' experience and training in veterinarian technology with a minimum of one year experience; or equivalent combination of education and experience.

Licenses or Certifications:

- A valid Florida Class "B" Commercial Driver's License (CDL) with passenger endorsement must be obtained prior to driving the Neuter Commuter. Employees with a CDL B will earn an hourly stipend while driving

the Neuter Commuter.

- Successful completion of Florida State approved sixteen-hour euthanasia technician certification course within six months of hire.
- Rabies preventative immunization required upon hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Mathematical Skills
- Ability to calculate figures and amounts such as proportions, percentages, area and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Problem Solving Abilities
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.
- Specialized Skills and Abilities
- Keen ability to identify animals by breed, breed traits, assess behavior and to recognize common health conditions and symptoms of disease.
- Knowledge of drug use regulations, euthanasia and disposal techniques, and bio-hazardous waste disposal.
- Knowledge of communicable zoonotic disease symptoms and veterinary technical procedures.
- Ability to make decisions and prioritize job assignments.
- Skills in conflict resolution.
- Ability to remain calm in stressful situations involving people and animals.
- 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 the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

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, smell, and to lift up to one hundred pounds. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to work expeditiously and cautiously in a fast-paced environment. Agile physical reflexes necessary to avoid injuries to self and coworkers.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, wet or humid conditions, and animal waste and blood and cleaning chemicals. The noise level for environment is loud.

Updated:10/2022

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.