

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 SUPERVISOR

Department: Animal Services
Pay Grade: 111
FLSA Status: Non-Exempt
Job Class: 4043
Risk Code: 8831

JOB SUMMARY

This is a supervisory position related to the day-to-day supervision of Animal Control Officers. This position is responsible for coordinating animal control personnel assignments, schedules, guidance, training and working as a certified Animal Control Officer.

ESSENTIAL JOB FUNCTIONS

- Coordinates workloads and assignments of Animal Control Officers.
- Prepares and assists in preparation of Animal Control staff schedules.
- Aids Animal Control Manager as leadership support.
- Provides comprehensive guidance and training to new and existing Animal Control Officers, which requires expert knowledge and skills.
- Reviews and critiques the work of subordinates for completeness, accuracy, and compliance of Animal Services departmental objectives.
- Evaluates personnel on performance in accordance with the organizations guiding principles, core values and policies and procedures.
- May act on behalf of the Animal Control Manager in their absence.
- Maintains effective communication with management, Administration, and the Board of County Commissioners on animal control-related issues and ensures information is distributed in all directions in a professional manner.
- Provides a positive example for subordinate staff.
- Assists with or participates in the hiring and interview process of Animal Control staff.
- Responds to calls regarding animal control complaints. Investigates cases for state and county animal-related violations.
- Safely operates county vehicles over a variety of terrain, using the most expeditious route and while observing traffic laws and regulations.
- Patrols designated locations for opportunities to educate the public on responsible pet ownership and violations. Issues written warnings, and citations.

- Required to work well both independently and as part of a team.
- Responsible for safely and humanely confining, handling, and transporting animals, including those that may be scared, fearful, fractious or dangerous in accordance with Fear Free standards.
- Performs a considerable amount of data entry. Prepares substantial reports, records, files and notes to document cases, to include those that may be presented as evidence in court. Leverages technology to perform research related to property ownership and past or current violations for civil infraction violations.
- Completes and documents substantial research relating to animal ownership; attempts to reunite pers with owners whenever safe and reasonable to do so.
- Appears in court to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of both civil and criminal infractions of animal law. May be required to testify in or attend, as needed, during days or hours other than the regularly scheduled work week.
- Communicates effectively and coherently over two-radio channels while initiating and responding to radio communications.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations.
- Performs and assists with the administration of medications, vaccinations, and preventative medicine; implants microchips.
- Responsible for performing humane euthanasia in a safe and compassionate manner, in alignment with currently recognized gold standard best practices, for animals that have been identified as a threat to public safety and/or suffering physically or mentally.
- Provides public education to individuals or groups; attends events as a representative of MCAS.
- Attends trainings, conferences, events, seminars, meetings, hearings, and other continuing education opportunities.
- May participates in and authorize the chemical immobilization of animals.
- Responds to and assists Animal Control Officers, Senior Animal Control Officers and Humane Investigators during the workday, after hours, weekends and holidays without prior notice to aid in emergencies.
- Required to work a rotating on-call schedule, to include nights, weekends and holidays.
- Operates assigned county vehicle; maintains cleanliness, checks tire inflation and fluid levels, and request services and/or repairs as needed.
- Safely operates trucks and trailers to transport animals, supplies, and equipment for events, transfer, agency assistance, and disaster response.
- May perform duties of Department Dispatcher, Animal Services Representative, Animal Control Officer and Senior Animal Control Officer.
- May perform shelter duties as assigned.
- Required to report to work as scheduled, and to work the entire assigned schedule.
- 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; including but not limited to disaster response at the shelter or pet-friendly shelter locations around the County.
- Provides exceptional customer service to members of the general public, volunteers, fosters, partners 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, online, written 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. 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 preferred; and two (2) years' experience in animal control, animal welfare, veterinary medicine, law enforcement, or social work; one (1) year supervisory experience 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 within six (6) months of appointment.
- Successful completion of Florida State approved sixteen (16) hour euthanasia technician certification course within twelve (12) months of appointment.
- Successful completion of Florida State approved chemical capture certification course within twelve (12) months of appointment.
- Rabies preventative immunization required upon appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret Chameleon reports, officers' written reports, and legal documents.
- Ability to write and type routine reports with accurate grammar, punctuation, and spelling.
- Ability to communicate effectively, tactfully, and courteously with members of the public, customers and employees of the organization.
- 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 top management, public groups, boards and judges or juries.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to compute rates, ratios, and percent.
- Ability to make complex decisions.
- Ability to prioritize cases and assignments.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to maintain statistics.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- 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.
- Knowledge of Marion County Animal Control and Enforcement Ordinance, Florida State Laws Relating to Animals, and rules of criminal/civil procedures.
- Knowledge of Animal Services' policies, procedures, and operations.
- Knowledge of Emergency Management policies and procedures pertaining to animals.
- Knowledge of Marion County roads, subdivisions, and geography.
- Knowledge of humane restraint and handling techniques.
- Knowledge of responsible pet ownership, standard vaccine and preventative medicine scheduling, benefits of sterilization, and common shelter pet challengers in the home, along with the skill to effectively convey this knowledge to the public.
- Knowledge of communicable zoonotic disease symptoms.
- Ability to identify animals by breed, breed traits, assess behavior, and recognize common health conditions and symptoms of disease.
- 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, involving people and animals.
- Skilled in conflict resolution.
- 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.

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. 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. May be required to wear a respirator. Agile physical reflexes necessary to avoid injuries to self, coworkers, and animals.

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; 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. Will be required to enter properties containing excessive numbers of live and deceased animals, waste and in various stages of decomposition. May experience high levels of occupational noise exposure while working in the field or in the kennels.

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.