

Code: 3414

Title: ANIMAL CARE SHELTER SUPERVISOR

SUMMARY: Supervises kennel/clinic staff, coordinates activities and participates in animal care, treatment, and disposition activities for the Pima Animal Care Center (PACC).

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises, coordinates activities and monitors all procedures involved within the area of assignment which may include the receiving, maintenance, treatment, adoption, quarantine, redemption, fostering or euthanasia of impounded animals, including all husbandry procedures to ensure humane and safe handling of all animals; Ensures the humane treatment of animals maintained at the shelter's kennel/clinic; Trains and monitors Animal Care Technicians in the fundamentals of humane animal care and treatment, adoption and euthanasia procedures and proper cleaning of the kennel/clinic area; Schedules staff and makes work assignments; Supervises and participates in the requisition, procurement, inventory, employment and/or use, maintenance and operator-training for vehicle, materials, tools and equipment necessary for PACC operations; Prepares work unit budget, oversees expenditures, performs cost and statistical analyses and prepares reports and recommendations; Recommends and monitors outside contractors providing goods and services related to animal treatment, emergency care, animal rescue, pre-release spaying/neutering of adopted animals and facility maintenance; Evaluates employee performance, makes recommendations to management on hiring, termination, and related personnel actions and initiates progressive discipline process as necessary; Bandages and/or places splints on injured animals, vaccinates healthy animals and administers medication to sick animals as prescribed and directed by a veterinarian; Performs daily health checks on impounded animals and monitors animal behavior and eating patterns; Consults with a veterinarian on difficult animal health problems and performs treatment procedures under direction; Plans, organizes and implements initial and recurring training for kennel/clinic staff and volunteers; Establishes, revises and implements work unit procedures and develops recommendations for policy changes for consideration by senior management; Maintains manual and computer-based records and databases on PACC operations, compiles and submits routine, recurring and special reports; Receives and monitors the procurement, storage, security, use and disposal of chemicals and pharmaceuticals for PACC operations and assures compliance with applicable Federal, State and local laws, rules, regulations, and standards; Assists in determining which animals are to be made available for adoption or held for other disposition, insures the proper transfer of these animals and completes necessary documentation; Assists the public with booking-in, redemption and selecting suitable animals for adoption; Provides information to the public concerning animal control policies, procedures, appropriate laws and ordinances; Researches and resolves problems and complaints received from the public; Performs euthanasia of designated animals; Ensures proper documentation regarding potential or identified owners, animals on hold, and all other pertinent information in automated systems, cage cards and other clinic/shelter forms as appropriate; Maintains effective and productive working relations with volunteers, animal rescue/welfare groups, other departments and agencies to promote and increase animal adoptions; Ensures the safety of other PACC staff, reports accidents to the shelter manager and prepares written accident/incident reports; Documents dead-on-arrival cases and coordinates the collection and disposal of dead animals; Decapitates euthanized potentially rabid animals and sends heads to the laboratory for analysis; Monitors stock levels and orders cleaning, office, and routine food and medical supplies for animals; May assist in the preparation, monitoring and management of the PACC budget; May act as unit or departmental representative to various committees and working groups; May release designated rescue or special need animals to appropriate rescue groups or private individuals and records transfer of animals into databases and completes other, appropriate documentation.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and techniques of animal control and care, including procedures for rabies control, animal adoption and euthanasia;
- dog and cat breeds, temperaments and their common health problems
- effect of animals in public health, including zoonosis and injuries caused by animals;
- applicable Federal, State, County and City laws and statutes pertaining to animal control;
- procedures for animal care and treatment of sick or injured animals;
- animal shelter/kennel cleaning and maintenance practices and procedures;
- procedures for animal adoption and euthanasia;
- principles and practices of supervision, training, evaluation of employees;
- automated record keeping and report preparation.

Skill in:

- identifying and treating animal illness and injuries;
- supervising, evaluating, training and assigning work to assigned staff;
- establishing and implementing training programs;
- administering medications to animals under the direction of a veterinarian;
- humane handling and caring for animals;
- identifying and correcting safety hazards;
- communicating effectively, both orally and in writing;
- matching adoptable animals to potential owners and educating them on pertinent issues;
- use of automated information systems for tracking data and report generation;
- providing customer service under stressful situations;
- monitoring, inventorying, ordering, and issuing shelter supplies.

MINIMUM QUALIFICATIONS: EITHER

- (1) Four years of experience caring for and treating animals, or enforcing animal control laws, regulations and ordinances, plus one year of lead or supervisory experience. (Lead/Supervisory experience may be concurrent with general experience.)

OR

- (2) Three years of experience with Pima County as an Animal Care Technician or Animal Care Field Officer.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License is required at the time of appointment. This license must be maintained as a condition of employment. Failure to maintain current licensure may result in termination.

Special Notice Items: Within nine months of appointment, employees must receive the full series of pre-exposure rabies immunizations. Medical inability to be immunized or previous immunization must be verified by the County Physician prior to employment. Recommended boosters are required for the duration of employment, unless medically excused or physiologically unable to develop immunity. Some positions may require fluency in English and a second language as determined by the Department.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.