

Code: 3417

Title: ANIMAL CARE FIELD SUPERVISOR

SUMMARY: Supervises and participates in the operations and the daily activities of the Animal Care Enforcement units and field services in Pima County.

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, trains, evaluates, and schedules an assigned shift of employees performing animal care enforcement activities and field services;

Evaluates departmental enforcement processes and procedures and recommends changes as necessary;

Assist assigned staff with unusual and complex field situations by advising on procedural and technical actions;

Performs enforcement, field service, public education, and animal care activities as required;

Addresses questions and investigates complaints from the public regarding citations, animal care procedures, enforcement actions, staff actions, laws and ordinances, and initiates corrective action as required;

Prepares, reviews and maintains detailed records and reports, including those in support of prosecution of alleged violators;

Reviews field and investigation reports, citations, and all other documentation prepared by enforcement staff in relation to animal care cases or enforcement actions to ensure completeness of documentation, strict adherence to applicable laws, ordinances and procedures, and appropriateness of actions taken;

Evaluates case documentation and prepares synopses for prosecution activities by the appropriate jurisdiction;

Testifies in court on animal care cases;

Authorizes use of controlled chemical capture delivery systems by qualified staff;

Operates and performs operator-level maintenance, servicing and safety inspection, of assigned vehicles and equipment;

Enforces dangerous animal regulations by assigning the classification of dangerous animal through observation and evaluation of actions, behavioral tendencies, and owners' responsibility under varying circumstances;

Presents and defends evidence at appeal hearings to validate dangerous animal assessments.

KNOWLEDGE & SKILLS:

Knowledge of:

- applicable State, County, and City laws and ordinances for animal care issues;
- common animal species, breeds, and their habits;
- animal control, care and handling techniques;
- the symptoms of common animal health problems;
- basic arithmetic;
- the principles and practices of effective supervision;
- the principles and practices of investigation;
- automated record keeping and report preparation;
- operator-level maintenance procedures for vehicles and equipment;
- resources for information gathering;
- customer service and public relations procedures;

- legal procedures in a court hearing.

Skill in:

- humane capture and care of animals;
- using specialized animal care equipment, such as controlled chemical capture delivery systems;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with the public, coworkers, and other agencies;
- assessing field situations rapidly and making determinations;
- responding quickly and calmly in emergencies;
- managing stressful and emergency situations firmly, courteously, and impartially;
- supervising, evaluating, and training assigned staff;
- use of automated information systems and other computer software products for storing and tracking data, report generation, and presentation design, including, databases, word-processing, presentation software, and email;
- operation and operator-level servicing and maintenance of an assigned vehicle and equipment;
- recalling details for the purpose of preparing reports and court hearings.

MINIMUM QUALIFICATIONS:

Four years of experience enforcing animal care laws and ordinances and one year of supervisory experience [supervisory experience may be concurrent with general experience].

(National Animal Control Association Training Academy Levels I and II certification may be substituted for a maximum of two years of the general portion of the aforementioned experience.)

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 be grounds for 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 bilingual abilities 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.