

Code: 3424

Title: ANIMAL CARE PUBLIC SERVICE SUPERVISOR

SUMMARY: Supervises Licensing Section and Volunteer/Outreach Program staff and plans, develops, coordinates and presents public educational programs and activities relative to Animal Care topics.

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, monitors, evaluates and coordinates the activities of the Licensing Section and Volunteer/Outreach Program staff;
Monitors revenue processing procedures to assure compliance with county procedures and policy;
Plans, develops and presents educational programs to agencies, school workshops and community groups to increase public awareness of appropriate methods of animal care, control and safety;
Assists Animal Care Manager in the development and implementation of specialized animal care programs and activities such as bite prevention, animal care and spay and neutering programs;
Coordinates public service announcements and news releases concerning various animal care issues and activities;
Develops and maintains media relations and serves as a liaison with the media for the Pima Animal Care Center;
Plans, organizes and implements initial and ongoing training programs for Licensing Section Volunteer/Outreach Program staff;
Coordinates the recruitment, selection and assignment of support staff and volunteer workers;
Conducts tours of the animal care facility;
Maintains records and prepares reports;
Assists in the preparation of the departmental budget by monitoring and reporting expenditures.

KNOWLEDGE & SKILLS:

Knowledge of:

- marketing and public relations techniques;
- applicable state, county and city laws and ordinances pertaining to animal care;
- principles and practices of supervision;
- educational methods and techniques;
- county animal care services;
- proper handling and care of animals;
- rules and regulations of the Federal Communications Commission for telecommunication equipment;
- automated record keeping and report preparation.

Skill in:

- preparing and presenting educational and training programs;
- communicating effectively, both orally and in writing;
- evaluating, procuring and designing educational materials;
- preparing public service announcements and news releases.
- use of automated information systems for tracking data and report generation;
- monitoring expenditures for budget control.

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public relations, journalism, health education, education, marketing, public or business administration or a closely related field as defined by the appointing authority.

(Relevant experience may be substituted for the aforementioned education from an accredited college or university)

OR:

(2) Four years of experience in public relations, journalism, health or public education, marketing, public

or business administration or a closely related field as defined by the appointing authority.

(Relevant education from an accredited college or university may be substituted for the aforementioned experience)

OTHER REQUIREMENTS:

Licenses and Certificates:

A Class 2 Arizona driver's license may be required at time of appointment.

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.

Pima County

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