



JOB DESCRIPTION

<i>Title</i>	Animal Control Supervisor	<i>Created</i>	Feb. 2010
<i>Department</i>	Sheriff's Office	<i>Revised</i>	May 2022
<i>Job Class</i>	M 4	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Non-exempt

Purpose

Supervises, directs and enforces county ordinances and state statutes pertaining to licensing and control of domestic animals. Oversees the operation of the animal control services and shelter and investigates livestock complaints. Works closely with the non-profit Clatsop Animal Assistance organization in addition to the general public, law enforcement personnel and volunteers, as well as humane agencies, animal control agencies, lawyers, breed rescue groups, veterinarians, and the District Attorney's Office. Interacts in a consistently positive, cooperative and courteous manner and maintains a professional demeanor at all times.

Essential Functions

- Supervise subordinate employees including assigning and reviewing work, training, evaluating performance, taking necessary disciplinary action and effectively recommending on hiring and termination decisions. Supervise program volunteers including assigning and reviewing work, training and scheduling. Keep department head apprised of any personnel, logistical, or budgetary issues that arise.
- Recommend and implement departmental policies, procedures, and processes to ensure that state and local laws and ordinances pertaining to animal control and licensing are being enforced and in daily operations.
- Respond to and investigate complaints and animal neglect and abuse cases in the field and pick up and transport animals (requires the operation of county vehicles). Patrol for animals at large, locate and notify owners and/or impound animals, when the owner is not located. Clean kennels, load dead animals for disposal, etc.
- Review, evaluate, and determine appropriate course of action, including possible court action, on pending and completed investigations. Present testimony at hearings as required.
- Oversee and direct the dog licensing program including rabies vaccination requirements.
- Examine and report on the health status of domestic animals and livestock.
- Maintain necessary records and prepare reports regarding animal control activities.
- Issue licenses and receive fees. Oversee expenditure of donated funds for shelter use.
- Respond to complaints, emergency situations, inquiries, and requests for services. Dispatch Animal Control Officer and resolve difficult problems.



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- Provide community information and education programs including presenting at local community groups.
- Euthanize animals in accordance with established policies. Maintain/renew necessary permits. Obtain license and operate cremation unit.
- Develop, implement and monitor the animal control division's annual budget.
- Follow all safety rules, administrative procedures and personnel policies as established for work areas. Ensure employees and volunteers receive safety training/orientation and wear proper protective equipment prior to start of work assignment.
- Maintain work areas in a safe, clean and orderly manner. Process accounts receivable, payables, petty cash, reports, and time cards for proper payment and reimbursement.

Mandatory Qualifications

Requires a high school diploma plus additional specialized courses and five or more years' experience in animal control services or any satisfactory combination of experience and training.

Must be able to obtain a limited Sheriff's Deputy Commission and have completed the National Animal Control Association (NACA) Animal Control Officer Training or equivalent.

Certification as a Euthanasia Technician by the Veterinary Medical Examining Board or the ability to obtain within 30 days of hire.

Possess effective experience in animal control investigations as demonstrated by successful prosecution.

Must possess and maintain driving privileges in the State of Oregon.

Skill set includes:

- Advanced knowledge of animal care, animal behavior (particularly canine) and handling including rabies control and prevention.
- Able to recognize the signs and symptoms of contagious diseases, especially those transmissible to human beings and possess knowledge of humane euthanasia.
- Knowledgeable in the laws and regulations pertaining to animal control and licensing.
- Able to work in physically and emotionally stressful situations including performing euthanasia.
- Effectively handle situations with the public which are stressful and unpleasant.
- Communicate effectively both orally and in writing.
- Computer skills including word processing and spreadsheet software applications.

Desired Qualifications

A two- or four-year college degree in a related field and prior supervisory experience is desirable. Received NACA Animal Cruelty Investigator Training or equivalent.



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Physical Demands

Duties consist of physical agility to perform occasional running, lifting, and bending. The employee is regularly required to sit for periods up to four hours, stand, kneel, walk, use hands, type, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. Must be able to pick up and handle 50lb. sacks of animal food and related supplies. Must be able to effectively control, handle, and transport dogs and other large animals commonly weighing in excess of 100 lbs. Must have the ability to confront and control livestock, horses, wild and/or domesticated animals. Duties may include climbing, lifting, working in or around fires, swift water, or adverse weather. Self-defense against an animal or person may be necessary.

Working Conditions

Work frequently includes holidays, evenings, and weekends in response to emergency calls. Hours are split approximately 50% indoors at the animal shelter and 50% on vehicle patrol as well as working outdoors in all types of weather and frequently lifting heavy objects over uneven slippery terrain.

Considerable time is spent making public contacts in the community. Will regularly be in situations of risk during field duty. Contact with angry and emotional people occurs often. Animal contacts and related injuries may occur. Involves significant contact with animals including dogs, cats, livestock, horses, birds, rabbits, and likely encounters with rats, mice, spiders, snakes, ticks, etc. Animals may be diseased, abused, deceased, injured, or living in deplorable conditions. While performing the duties of this job, the employee may be exposed to animal dander, parasites, and infectious diseases that can be carried and transmitted by animals, fumes, strong foul odors, airborne particles, and toxic or caustic chemicals. Long periods of time may be spent in unsanitary conditions including feces, urine, and human waste.

Supervisory Responsibility

Supervises up to two regular employees and three part-time employees. Responsible for overseeing the volunteer and community service programs at the animal shelter.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.