



JOB SPECIFICATION

Code 22320
Grade GS 53

ANIMAL SERVICES SHIFT SUPERVISOR

General Purpose

Under general supervision, supervises operations of assigned section(s) of the Animal Regulation and Disease Control program.

Typical Duties:

Plans, assigns and supervises the work of assigned personnel and provides advice and counsel to subordinates in enforcing laws, ordinances and regulations. Involves: supervises patrolling for quarantining, impounding and enforcing animal and rabies control ordinances. Investigates animal cruelty and nuisance complaints of most difficult cases. Investigates accidents involving Animal Control vehicles and personnel. Ensures compliance with quarantine orders, prepares notifications for the news media, and deals with the public answering complaints and advising them on laws, ordinances, policies and regulations. Develops in coordination with the Program Manager, policies and procedures for assigned area(s) of responsibility. Interprets program rules, regulations, policies and procedures for subordinates.

Performs assigned division administrative functions. Involves: Cooperates with other governmental agencies in activities related to the control of zoonotic diseases. Prepares court cases, initiates and serves court orders, and testifies in court. Supervises the wild animal and predator trapping and animal survey programs. Develops Quality Assurance monitors for area(s) of responsibility. Assists in budget preparation and utilization and tracking of resources. Assists in development of marking plan, if applicable, for area(s) of responsibility. Assists in the development of strategic planning for ARDC. Develops necessary forms to support operations. Maintain and update automated record keeping and files. Maintain accurate documentation and tracking of violations and code enforcement activities.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development; enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of animal and rabies control laws and ordinances including investigation, impoundment, care, restraint, quarantine and disposal; animal behavior, anatomy, hygiene, nutrition and first aid.
- Application of considerable knowledge of effective principles of personnel management.
- Application of considerable knowledge of humane and safe animal care.
- Application of good knowledge of zoonotic diseases.
- Application of good knowledge of good customer relations dealing tactfully and professionally with customers and public in emotional or adversarial conditions.
- Application of good knowledge of general inspection and investigation techniques.
- Application of some knowledge of personal computers and word processing software, mainframe processors, printers, faxes, copiers and two-way radios.



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- Establish and maintain effective working relationships with City officials, coworkers and the general public.
- Clear and concise written and oral communication to respond to inquiries and prepare and present information.
- Application of some knowledge of community demographics.
- Operate equipment required for animal capture or containment including simple maintenance of such equipment.
- Computer data entry or related computer skills.
- Operation of a two-way radio.

Other Job Characteristics

- Frequent potential for exposure to animal bites, scratches and infectious or zoonotic diseases which are threatening to health and life.
- Frequent operation of a light duty truck through City traffic.
- Functions in environment monitoring and coordinating assigned patrol areas on foot and via truck daily.
- Apprehend and handle intractable animals under adverse and hazardous conditions/situations.
- Frequent interaction with people under stressful mental and physical conditions/situations.
- Immunizations and PPD (TB) skin test are required as a condition of employment unless waived for religious or medical reasons.

Minimum Qualifications

Education and Experience: A High School diploma or (GED), and four (4) years of animal control experience, including one (1) year of lead work experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.