

ANIMAL SHELTER SUPERVISOR**DEFINITION**

Under general supervision, coordinates animal shelter activities including ordering and safe-guarding pharmaceuticals and supplies; provides evaluation, socialization and care of animals at the County animal shelter; cleans and maintains animal shelter facilities; assigns, supervises, trains and coordinates the work of support staff assigned to the shelter as well as an inmate work crew; feeds, monitors, handles and ensures the humane treatment of domestic and wild animals held at the shelter; maintains computerized records; assists the public with adoptions, surrenders, and lost and found animals; trains staff in animal behavior, zoonosis, and proper handling, care and feeding procedures for all species held at the animal shelter; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Animal Shelter Supervisor is a single position class in animal services, performing a variety of duties related to the care of animals, maintenance of animal shelter facilities, and the supervision of support staff, volunteers and an inmate work crew assigned to the County's animal shelter. This class is distinguished from classes in the Animal Control Officer series in that the latter have responsibility for enforcing laws related to the care and control of animals throughout the County, and are empowered with limited peace officer authorities in the conduct of official duties.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides supervision, training, work review and evaluation to assigned staff; organizes and assigns work, sets priorities and follows up as required.
- Effectively recommends selection decisions, disciplinary matters and other personnel decisions.
- Receives stray, unwanted and other wild, domestic animals or livestock at the animal shelter.
- Monitors and observes animal for signs of illness or injury.
- Performs emergency triage on animals brought to the shelter; follows standard medical protocols for administering vaccines, medications, drawing blood, processing fecal samples, and running medical tests; drives animals to veterinary or other emergency services as necessary.
- Places animals in appropriate shelter areas according to species and special requirements such as court-ordered quarantine or isolation pending diagnosis of diseases.
- Coordinates and conducts pet adoption programs, and updates available pets on various websites.
- Scrapes, washes, disinfect and dries kennel runs and cages.
- Assists the public in claiming lost animals or selecting pets for adoptions, directing them to species and breeds; assists in handling of animals and describing the animals' behavior, apparent training and habits.
- Keeps inventory of sheltered animals and their location; stocks food and shelter supplies and maintains inventory.
- Bathes animals and performs related animal grooming and care.
- Assists in opening and closing of facilities; maintains computerized records and completes forms regarding care, feeding and disposition of animals.
- Assigns, trains, supervises and coordinates activities of inmate work crews assigned to the shelter.
- Administers prescription medication to animals and treats animal wounds as directed by veterinarian; performs euthanasia by injection as required and disposes of unwanted, unclaimed, sick, injured, or aged animals.

QUALIFICATIONS

Knowledge of:

- Practices and principles of employee supervision, including work organization and review, training and discipline.
- Basic species and breed identification of a variety of domestic and common wild animals.
- Symptoms and behavior associated with rabies and other common diseases of animals.
- State and local laws, codes and ordinances relating to the care, keeping, treatment and impounding of animals.
- Various equipment and tools used in the operation of an animal shelter. Policies and procedures relating to shelter operations and animal care, feeding, handling, adoption, euthanasia and disposal.
- Laws, codes, regulations and court rulings governing inmate rights, search and seizure, and rules of evidence.
- Computer systems and software applications used to write reports and to maintain records.
- Internet procedures for researching websites and updating the County's animal services website.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in work procedures.
- Handling animals humanely and effectively under stressful circumstances.
- Responding calmly and effectively in emergency situations.
- Dealing tactfully and effectively with the public.
- Keeping and directing the preparation of accurate written and computerized records.
- Administering medication to animals, treating animal wounds, and performing euthanasia in accordance with County policy.
- Understanding and following oral and written directions.
- Explaining animal behavior, characteristics and pet adoption procedures to the public.
- Managing multiple tasks and prioritizing work.

Other Requirements:

Must possess a valid driver's license. Must be able to regularly lift and carry up to fifty pounds. Must be willing to work in a setting characterized by exposure to rabies, animal wastes and various cleaning and disinfecting chemicals.

Education and Experience:

One year experience providing medical care for dogs, cats or livestock in an animal hospital or clinic setting, or for a city or county Animal Services Department, or non-profit animal shelter operation. Lead or supervisory experience is highly desirable. Experience as a Registered Veterinarian Technician is highly desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.