



CLASSIFICATION NO. 180

Established: 5/07

Revised: 8/15

FLSA: Exempt

EEO: 5

ANIMAL SHELTER SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, and supervise shelter services, operations and personnel in accordance with state and county laws and regulations; to coordinate, facilitate and implement services, rules and programs; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Dog Services Division administers the County's animal control program to enforce State and County laws and regulations governing the care, control, impounding, protection, licensing and disposal of animals. The Division also operates and maintains the County's animal shelter which houses stray and abandoned dogs.

The Animal Shelter Supervisor supervises the services, operations and staff of the animal shelter. The incumbent is responsible for ensuring animal health, customer service and education, facility standards and staff/volunteer performance. The Animal Shelter Supervisor receives direction from the Animal Control Manager. This position may serve as division manager in the Manager's absence.

The Animal Shelter Supervisor differs from the Animal Health Technician which provides paraprofessional veterinary care for dogs and cats. The Animal Shelter Supervisor differs from the Animal Services Manager which administers and manages activities of the entire dog control program which includes field enforcement section activities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees and is responsible for day to day shelter services, operations and animal health and welfare; resolves program issues and problems; evaluates program services; responds to citizen questions and complaints about shelter operations; performs behavioral observations and assessment of animals.
2. Hires and supervises technical, clerical and maintenance staff; schedules and assigns work; prepares performance evaluations; recommends and administers progressive discipline and termination; conducts and facilitates staff training and development programs; supervises, schedules, assigns work and trains volunteers and inmates; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality care for animals and customer service to citizens.

3. Participates in budget development; monitors revenues and expenditures; recommends the purchase of supplies and equipment; develops and recommends fees; ensures maintenance of medication and durable goods inventories; coordinates inventory control.
4. Develops, revises, recommends and implements policies and procedures; maintains fire, life, safety, health and sanitation standards within the facility; coordinates maintenance of facility.
5. Participates in planning and implementation of public relations and education activities for Dog Control; making presentations to community groups and conducts public relations and education activities to promote the adoption, redemption, licensing and proper care of dogs; participates in fund raising projects.
6. Transports animals to and from veterinarian, local rescues and other shelters.
7. Performs euthanasia as necessary; oversees disposition of animals in a safe, clean and efficient manner.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of public administration, including supervision, training, personnel management and budget administration; participative management theories; recordkeeping and data base management techniques; safe and efficient animal handling techniques; State and County laws, rules, regulations, policies and procedures governing the control, impoundment, retention and release of dogs and cats; principles and practices of the care, health, welfare and behavior of dogs and cats; identification of dog and cat diseases and injuries; agency and community resources related to dog control and veterinary services; safe and humane euthanasia techniques and procedures, including proper use and storage of controlled substances; record keeping techniques; public service techniques.

Skill to: Communicate effectively, both orally and in writing with staff members, citizens and community partners; supervise, train and evaluate staff and apply effective leadership skills to create a high functioning team; organize, direct and implement a comprehensive shelter program; oversee budgets; interpret State and County code and law as it relates to sheltering function; coordinate, train and evaluate volunteers; supervise work of inmate workers.

WORKING CONDITIONS

Duties require walking, prolonged standing, kneeling, bending, twisting, squatting, reaching forward/overhead, fine motor control and the ability to lift and carry up to 50 pounds having awkward size and shape, and the ability to push/pull 75 pounds. Duties also involve frequent exposure to loud noises, wet and slippery surfaces, hostile or angry citizens, and sick, injured, agitated, frightened or aggressive animals.

May be required to participate in 24 hours/day and/or emergency program services.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within one year of hire, Certification by the State of Oregon as a Euthanasia Technician.

Edited: 9/17