

ANIMAL CONTROL DIRECTOR

DEFINITION

To plan, organize, direct, and manage the County's programs for the licensing, impounding, adoptions and euthanasia of animals; to be responsible for the proper enforcement of State laws and County ordinances relating to animal control; to oversee operation of an animal shelter; to supervise enforcement staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification that is responsible for the administration of the Mono County Animal Control Program. The incumbent in this position may perform the full range of Animal Control Officer duties if need dictates.

REPORTS TO

County Administration Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Animal Control Officers and Shelter Attendant

EXAMPLES OF DUTIES

Duties will include, but are not limited to the following:

Plans, organizes, coordinates and directs the County's programs for licensing, impounding, adoption, spay/neuter and euthanasia of animal; hires, supervises, evaluates, and insures proper training of Department staff; develops, justifies and implements budget requests; reviews cash flow and controls budget expenditures; monitors the various trust funds within the program; monitors and maintains the lost/found records; prepares and presents oral and written reports; reviews staff reports and makes corrections; discusses cases and laws with District Attorney and staff; implements Board of Supervisor's directives; mediates complaints from the public; daily reviews impounded animals for health; coordinates volunteer efforts; maintains State mandated records and statistics for animal control programs, quarantines, and vaccinations; performs special assignments for the Board of Supervisors and Health Officer; represents the Department with other government agencies; interprets and explains animal control ordinances and policies to the public and concerned parties; works with other

law enforcement agencies to enforce animal control laws; reviews and documents cases for prosecution of animal abuse and noncompliance; oversees the care and feeding of animals at the shelter; may perform the full range of Animal Control Officer duties; organize and attend annual rabies/licensing clinics; maintain confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance or more than 50 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; exposure to bio-hazardous waste; frequent contact with staff and the public. May be subject to call-outs 24 hours/day.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and State ordinances and laws relating to Animal Control
- Care and feeding of dogs and cats, livestock and other domestic animals
- Common disease of animals, their symptoms and care
- Basic methods of animal collection and restraint
- Learn the general functions of various County and State agencies and how they relate to each other and Animal Control
- Safe and efficient handling of large and small animals
- Characteristics of animal behavior
- Computers and software applications related to animal control work
- Budget preparation and expenditure control
- Principles of government administration, personnel management, and employee supervision, and training

Ability and willingness to:

- Plan, organize, supervise, and administer the functions of the Animal Control Department
- Provide training and supervision for Department staff
- Formulate and implement countywide animal control and enforcement programs
- Develop and administer the Department budget
- Supervise the care of animals in the shelter including sick and injured animals
- Safely handle animals to avoid injury to persons or animals

- Tolerate animal noises, odor, and behavior
- Exercise patience, care, and compassion in dealing with animals and people
- Read, interpret and enforce animal control laws, ordinances, and regulations
- Deal tactfully, consistently and courteously with the public
- Exercise good judgement in handling potential hostile individuals/situations
- Direct the preparation and prepare clear, concise reports
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities
- Testify in Court
- Use computers
- Effectively represent the Animal Control Division's programs
- Establish and maintain cooperative working relationships
- Maintain confidentiality

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

A combination of five (5) years increasingly responsible experience in animal control related-work and in a management or supervisory position.

Special Requirements:

- Possession of a driver's license valid in California.
- Incumbent must begin receiving the Pre-exposure Rabies Vaccine series within the first six (6) months of employment and continue receiving boosters as indicated by periodic titer tests

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.