

# Market Range Detail - Animal Control Supervisor

## Effective Date

August 15, 2016

## Market Range Title Description

Provide first line supervision to animal control officers and participate in the performance of animal control officer activities of enforcing animal control laws and ordinances and providing a variety of animal control field services to promote the health, safety, and welfare of people and pets.

Animal Control Supervisor differs from the next lower level, Animal Control Officer, in that the former is the first full supervisory level. Animal Control Supervisor is distinguished from Animal Care Supervisor in that the latter oversees Animal Care Technicians which provide routine daily care at a shelter facility, and from Animal Health Supervisor which oversees Animal Health Technicians.

Provide day-to-day supervision of Animal Control Officers, including assigning work, training, scheduling, approving time off, completing performance evaluations, and administering disciplinary action when necessary. Monitor animal control officer activities, review field and investigation reports, citations, and other documentation prepared by animal control officers to ensure completeness of documentation, adherence to applicable laws, ordinances, and procedures and appropriateness of action taken. Ensure work procedures are current, and in adherence of policies. Ensure safety procedures are in compliance and followed in accordance with OSHA regulations, County policies, and Animal Care & Control policies. Recommend changes to policies and procedures and develop programs and protocols. Interview job applicants and make selection recommendations. Address questions and investigate complaint from the public regarding citations, animal control procedures, enforcement actions, staff actions, laws and ordinance, and initiates corrective action as required. Assist staff with unusual or complex field situations by advising on procedural and technical actions. Investigate serious and/or high profile incidents. Gather evidence for animal control cases, including photographs, tape recordings, and other information; maintain legal chain-of-custody for evidentiary materials; evaluate case documentation and prepare synopses for prosecution activities and testify in court. Patrol assigned area in an animal control vehicle, completing daily work assignments received during briefings, or received from dispatcher via 2-way radio, as well as handling situations requiring animal control services which arise and are observed during patrol duty. Capture, handle, impound, transport, examine, provide basic first aid, and/or euthanize dogs-at-large and other sick, stray or wild animals. Attempt to locate owners of stray animals in order to reunite them, and check for valid rabies vaccination certificates and licenses. Acts as a resource person, giving information regarding animal care, animal handling, animal control policies and procedures, County ordinances, State laws, etc., to the public. Inspect animal premises, examine animals and determine appropriate action to protect animal and public health and safety. Investigate possible violations of animal related laws and regulations. Issue warnings and/or citations to animal owners/custodians found in violation of leash and licensing ordinances or other statutes and regulations concerned with animal control. Provide testimony at administrative and court hearings. Provide prompt, responsive, high quality service to members of the public, representatives of outside agencies, and County employees; provide accurate, complete and up-to-date information, in a courteous, efficient and timely manner. Complete daily activity report detailing the calls handled and services rendered; complete rabies control investigation reports; completes reports detailing incidents and investigations conducted. Maintain and care for equipment; ensure that assigned animal control vehicle is in clean condition and is properly serviced and maintained. Assist in the communication of programs by conducting community canvassing in order to promote programs. May assist with creating public information materials such as presentations, handouts, flyers, calendar of events, posters, draft press releases, etc.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$22.15	\$26.53	\$30.90

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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## Likely Minimum Qualifications

- High school diploma or GED
- 4 years of related experience
- Prior lead and/or supervisory experience preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications: National Animal Control Association Training Academy Levels I and II certification may substitute for a maximum of two years of the enforcement experience requirement.

## Working Titles

- Animal Control Supervisor

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