

DIRECTOR OF ANIMAL CONTROL

DEFINITION

Under general direction, administers and manages animal care and control operations. Manages animal control personnel; establishes and ensures implementation of shelter disease prevention strategies; ensures the humane treatment of animals within the facility; oversees the licensing, impounding, adoption and euthanasia of animals; oversees the enforcement of State and County animal control laws; prepares and administers the department budget; identifies potential revenue sources; develops policies, procedures and long-range plans; serves as the primary spokesperson for the County's Animal Control Program; works collaboratively with partner organizations; develops and oversees programs designed to meet the needs of pet owners and the general public; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a Mid-Management position with general responsibility for the overall management of a major area of the County Government under the direction of the Director of General Services Administration.

REPORTS TO

Director of General Services Administration.

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Director of Animal Control, Animal Control Officer I, II and III, Kennel Attendant, Animal Control Office Coordinator, other administrative support staff, volunteers, inmates, and probationers.

EXAMPLES OF DUTIES

Manages animal care and control operations, including a modern shelter facility; hires, supervises, evaluates, and ensures proper training of Department staff; establishes and ensures implementation of shelter disease prevention and safety strategies, including quarantines and vaccinations; develops protocol for ensuring the humane treatment of animals within the facility; oversees daily shelter operations to ensure the humane treatment of animals; coordinates work schedules and oversees on-call and emergency activities in accordance with negotiated labor agreements; oversees the licensing, impounding, adoption and euthanasia of animals; oversees livestock care and control activities; ensures the proper enforcement of State and County animal control laws; interprets, enforces and recommends

DIRECTOR OF ANIMAL CONTROL - 2

changes in County animal ordinances; collaborates with local enforcement agencies to investigate animal cruelty; oversees the approval of officer's reports, citations, and field logs; coordinates the development of improved electronic record-keeping systems; ensures the timely preparation and maintenance of State mandated animal control program records and statistics; prepares and administers the department budget; identifies and implements revenue-generating activities; prepares and administers grants; develops policies, procedures and long-range strategic plans; researches best practices employed by other animal care and control organizations and develops recommendations for change; prepares and presents oral and written reports; mediates complaints from the public; ensures the coordination of volunteer efforts; implements team-building strategies to support positive relations between and among staff and volunteers; works collaboratively with partner organizations to expand and improve animal care and control services to the public; develops and implements proactive public relations strategies; serves as the primary spokesperson for the County's Animal Control Program; responds to inquiries from the public, citizens groups, other agencies and County Officials; performs miscellaneous work in absence of Animal Control Officers - including cleaning kennels, performing euthanasia, assisting citizens, and processing licenses; performs other duties as assigned.

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; ability to walk on various types of terrain indoors and outdoors; lift and move objects weighing up to 100 pounds without assistance; may capture and restrain animals to assist officers, kennel attendants and the general public; 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; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and State ordinances and laws relating to the licensing, adoption, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- Proper methods of cleaning, disinfecting and maintaining an animal shelter.
- Common disease of animals, their symptoms and care.

DIRECTOR OF ANIMAL CONTROL - 3

- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- 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.
- Strategic long-range planning techniques.
- Grant development and administration.
- Conflict resolution and team-building strategies.
- Public relations techniques.
- Principles of government administration, personnel management, and employee supervision, and training.

Ability to:

- Plan, organize, supervise, and manage the functions of the Animal Control Department.
- Formulate and implement countywide animal control and enforcement programs.
- Develop and administer the Department budget.
- Identify potential revenue sources, and implement revenue-generating strategies.
- Obtain and administer grants.
- Establish and maintain cooperative working relationships.
- Manage human and animal behavior in crisis situations.
- Motivate and train employees.
- Research best practices and formulate recommendations for change.
- Develop both short and long-range operating plans.
- Work well under pressure and impending deadlines.
- Use firearms with safety and accuracy.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret and enforce animal control laws, ordinances, and regulations.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Euthanize animals.
- Direct the preparation and prepare clear, concise handwritten and computer generated reports and other necessary documents.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Effectively speak and represent the County's animal control and enforcement functions with the public, community organizations, and other governmental agencies.
- Develop and implement public relations strategies.
- Respond to unexpected emergencies during and outside of normal operating hours.

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

Four (4) year college degree in a related field (Business Administration, Public Administration, Animal Science, etc); or

DIRECTOR OF ANIMAL CONTROL - 4

Four (4) years experience in animal control and enforcement and graduate of State Humane Officers Academy (or equivalent) or possession of an Animal Health Technician Certificate;

AND

At least three (3) years in a management or supervisory position related to animal care and/or animal control enforcement.

Successful experience with community partnerships is a must.

Special Requirements: Possession of, or ability to obtain, a valid 832 Peace Officer Standards and Training Certificate within one year of employment.

Completion of, or ability to obtain, Range (Weapons) Training within one year of employment.

Possession of, or ability to obtain euthanasia training outlined in Section 2039 of the California Code of Regulations within six months of employment.

Willingness to receive pre-exposure rabies vaccination.

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.