

**MAJOR FUNCTION**

This is supervisory work assisting in the operations of the Tallahassee-Leon Community Animal Service Center. An employee assigned to a position in this class provides supervision and direction for the employees and work associated with the twenty-four hour care and sheltering of animals. This employee must recognize and expeditiously and appropriately handle potential problems regarding the health and safety of impounded animals. Work is performed under the general supervision of the Supervisor-Animal Care. Performance is evaluated based on oral and written reports and observation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Ensures that proper and acceptable methods are employed to provide animal care and welfare in the best environment available. Directs the receipt and dispatch of customer service requests. Oversees the assistance provided to the public in reclaiming and adopting animals, including records maintenance and the collection of fees or fines, as mandated by municipal codes. Directs the cleaning and maintenance of the kennel and related areas. Monitors behavior and medical assessments and ensures the humane disposition of animals. Supervises the daily euthanasia of surrendered, stray, and unclaimed pets and ensures that accurate logs for the controlled substances used in euthanasia and/or chemical immobilization are maintained, as mandated by state statutes. Supervises the development of written activity reports of animal population and statistical comparisons. Prepares staff schedules and makes work assignments to ensure adequate service throughout twenty-four-hour operation. Assists in procuring and maintaining adequate inventory of supplies and equipment required by kennel maintenance, animal care and adoption operations. Oversees laboratory diagnostic tests, disinfecting procedures, and the preparation of rabies suspect specimens. Assists Animal Care Supervisor in analyzing, planning, developing, and implementing programs, policies, procedures, methods and concepts to increase operational efficiency. Assists in facilitating the Center's foster and adoption programs. In conjunction with Animal Care Supervisor, facilitates and oversees the training of kennel staff. Makes recommendations to Animal Care Supervisor regarding the hiring, transfer, advancement, discipline, grievance resolution and discharge of assigned staff. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

May perform Animal Service Specialist duties, as need dictates. Attends staff meetings, workshops and conferences. Performs related duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of animal care work. Considerable knowledge of shelter organization, animal care and welfare. Considerable knowledge of the procedures regarding animal behavior and foster and adoption activities. Knowledge of modern supervisory techniques. Knowledge of animal care and maintenance techniques, medications involved in sedation and euthanasia and disposition of animals. Ability to supervise the work of others in a manner conducive to high moral. Ability to maintain accurate data and generate reports as needed. Possess significant skills in problem solving using creativity and efficiency. Ability to recommend, develop, implement and enforce policy, procedure and protocol. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of an associates degree and two years of experience that involved animal care or responsibility for humane maintenance or medical treatment of animals in a facility frequented by the public, or three years of human care giving, animal care, animal breeding, animal grooming, animal

control enforcement or similar experience with animals; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid class "E" State driver's license at the time of employment.

Must possess Euthanasia, and Chemical Immobilization certifications or obtain same within one year of employment, as a condition of continued employment.

Established: 11-19-04