

ANIMAL CARE SUPERVISOR

Job Code	Pay Grade
20050	CL10

Nature of Work

This is technical and supervisory work involving animal care and animal services maintenance at a large animal control shelter operation. Employees in this class supervise and participate in a variety of routine tasks caring for impounded animals as well as providing animal care, policies, and ordinance information or assistance to the public. Duties include scheduling personnel to ensure adequate kennel staffing at all times, approving payroll and leave time. Duties require performing euthanasia of animals and support to the animal adoption program. The position reports to the Animal Services Program Manager.

Minimum Qualifications Requirements

- 3 years of experience working with animals or equivalent training in veterinary technology; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Possession of State Euthanasia; or equivalent credentials recognized by the Florida Animal Control Association.
- Exposure to personal risk during assignments causing periodic contact with hostile or diseased animals.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises staff involved in the day-to-day operations of animal care and intake for all animals.
- Decision responsibility to determine animals as adoptable or not based on public safety and animal welfare criteria.
- Responsible for customer financial transactions on intake services provided by Animal Care Assistants.
- Establishes work schedules, places staff where needed, monitors daily operation to ensure that maximum performance and safety standards are met.
- Acts as advisor to Animal Services Program Manager in matters related to animal care, animal welfare, and employee safety.
- Trains new Animal Care Assistants in animal care, department policies and procedures, computer use, and employee safety.
- Interviews candidates for employment; recommends qualified applicants for hire.
- Assists in preparing personnel records, employee evaluations, correspondence and reports.
- Performs inventory of all supplies related to animal care such as animal food, litter, paper supplies, and cleaning materials.
- Acts as the Animal Services Program Manager in absence of the manager
- Performs euthanasia and cremation procedures.
- Inspects shelter, buildings and grounds for cleanliness.
- Monitors work of subordinates to ensure proper operation of equipment and machinery and humane confinement and treatment of impounded animals.
- Maintains kennel records including animal history, facility sanitation, animal trap rentals, and reported animal bites.
- Assists Veterinary Technicians in operating room procedures and administering of animal vaccinations.
- Feeds and waters animals according to established schedules; cleans and disinfects cages, pens and walking yards, and performs area maintenance as necessary.
- Inspects animals for signs of illness and/or injuries; and reports findings to medical personnel.

ANIMAL CARE SUPERVISOR (continued)

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Illustrative Tasks (continued)

- Transports animals to and from the surgical area and between quarters.
- Responds to requests in person or telephone for information concerning lost animals, admission of strays or unwanted animals, and licensing laws.
- Ability to perform limited duties of Animal Control Officers, including issuing of citations to the public who come to the shelter under some circumstances. Under disaster circumstances may cover field operations as an acting ACO.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of basic animal control procedures and of related department regulations.
- Knowledge of the techniques used in the care and feeding of animals.
- Knowledge and skill to restrain, handle, and care for animals in a humane manner.
- Knowledge of animal breeds and ability to recognize and identify behavioral characteristics for adoption screening purposes.
- Skill in the operation of computers and associated software applications including data entry and retrieval of information.
- Ability to prevent dangerous situations from arising, recognize emergencies and take appropriate action.
- Ability to; plan, assign, supervise, and evaluate the work of subordinates.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- Ability to maintain kennel records and prepare reports; communicate tactfully and courteously with the public.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified