

ANIMAL SERVICES FIELD MANAGER

Job Code	Pay Grade
20054	SM7

Nature of Work

This is responsible professional work managing and overseeing the countywide Animal Services enforcement operations to ensure the public health and safety of Pinellas County citizens. Work involves the organization, direction, and coordination of enforcement activities in Pinellas County relating to animal issues, citizen disputes and customer service. Work involves planning, organizing, monitoring, liaison support, coordination, negotiation of permitting issues, and performing a variety of specialized activities related to the protection of public health, public safety, and animal welfare. Work is performed under the direct supervision of the Director, Animal Services.

Minimum Qualification Requirements

- 6 years professional animal services and/or veterinary business services experience, or animal services/law enforcement related management experience that includes 3 years supervision or management experience or
- Bachelor's Degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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.
- Employee to obtain a valid certificate indicating successful completion of 40-hour minimum standards training course approved by the Florida Animal Control Association within 6 months of employment. Additional certifications in other assignments such as Chemical Capture, Euthanasia, Armament Systems and Procedures Tactical Baton (ASPTB, collapsible bite stick), and Crematory by Florida State Statute.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Oversees all countywide animal services enforcement operations.
- Provides supervision, technical advice, and assistance to subordinate officers involved in field investigations, rabies prevention, animal licensing, humane treatment of animals, regulatory code compliance, and enforcement work.
- Supervises employees engaged in ensuring regulatory compliance with all permitting requirements or issues.
- Recommends countywide animal control policy, develops and implements procedures for the assigned functional areas on an ongoing basis.
- Serves as liaison between county administration, staff, and the citizens of Pinellas County.
- Provides training and training opportunities for required Florida State Animal Control Certification.
- Provides administrative analysis, reports, and assists management with special projects as required.
- Provides input on the development of the annual budget; review of standard operating procedures, vehicle inventory, and property control.
- Participates in public presentations on Animal Services operations and programs.
- Acts on the behalf of the director, assistant director, or operations manager regarding enforcement activities in their absence.
- Acts as liaison with other law enforcement departments to resolve problems.
- Coordinates disaster preparedness, recovery efforts and implementation of large animal (horse) relocation during a disaster.

ANIMAL SERVICES FIELD MANAGER (continued)

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Illustrative Tasks (continued)

- Operates two-way radio, and/or computerized wireless communications computer equipment mounted in vehicles to obtain information for enforcement activities.
- Maintains various files and records for the Enforcement Section or the Rabies Coordination/Dispatch Section.
- Hires, trains and conducts performance reviews on subordinates.
- Develops and implements departmental procedures and operating programs.
- Manages dangerous dog classifications; reviews reports by staff; prepares documents for director's signature; ensures dangerous classification requirements are met by follow-up inspections and special license permits.

Knowledge, Skills, and Abilities

- Knowledge of local, state and federal laws, rules and regulations pertaining to animal services.
- Knowledge of animal licensing, leash laws, animal control enforcement procedures, and rabies control.
- Knowledge of humane treatment of animals.
- Knowledge of computer systems, which includes personal computer workstations and laptops utilized in enforcement vehicles.
- Knowledge of software programs such as MS Word, Excel and PowerPoint as well as industry specific programs.
- Knowledge of zoonotic diseases.
- Knowledge of human and pet first aid and CPR.
- Knowledge of county geography and road networks.
- Knowledge of the principles of office management and budget.
- Ability to enforce the law with firmness and impartiality and explain regulations to the public with tact and courtesy.
- Ability to recognize signs of zoonotic diseases by animals brought into the facility.
- Ability to communicate and work with individuals and groups with diverse backgrounds.
- Ability to effectively deal with all levels of management.
- Ability to analyze data and make judgments of effectiveness or compliance.

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Revised	EEOC Code	Overtime Code
2/16	Officials & Managers	Exempt