

JOB DESCRIPTION**Animal Control Officer/Shelter Supervisor**

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or equivalent and two years of animal control experience, including one year of supervisory experience, or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid driver's license.

Required Knowledge of:

- Principles, practices and methods of animal care.
- Applicable animal laws and regulations.
- Investigative procedures and practices.
- Principles and practices of effective employee supervision.
- Inventory procedures.
- Office procedures and practices.
- Principles and practices of customer service.
- Cleaning practices and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, external organizations and the general public.
- Supervise other staff and volunteers.
- Handle difficult, sick, injured and hostile animals.
- Perform effective customer service.
- Perform routine office procedures.
- Perform basic mathematical calculations and handle money.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of business software.
- Perform various cleaning tasks.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. May be exposed to extreme weather conditions. May be exposed to potentially violent animals. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
ACO/Shelter Manager		8/14/2016	ACO/Shelter Supervisor	16	Exempt	
FLSA Designation Change		11/20/2016			Non-exempt	

APPROVED: Human Resources

DATE: 10/24/2016