



## JOB DESCRIPTION

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**JOB TITLE:** Animal Services & Care Supervisor

**JOB CODE:** 1160

**DEPARTMENT:** Animal Care & Services

**FLSA STATUS:** Exempt

**REPORTS TO:** Director of Technology Services

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### SUMMARY OF JOB PURPOSE

Oversees the Animal Care and Services Division to protect the health, safety, and welfare of the community and visitors by maintaining rabies control and enforcement programs; ensures all animals are given the best chance of being placed in good homes.

### ESSENTIAL FUNCTIONS

1. Effectively manages department personnel by evaluating and analyzing department issues; listens and responds to employee problems, concerns, and complaints; recommends and implements solutions that may rectify the situation; counsels, coaches, and instructs employees; participates in the interview process and training of new employees; oversees the shelter volunteer program.
2. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Communicates and initiates discussions with public/customers on a regular basis regarding animal services; educates the public on rabies prevention and responsible pet ownership; provides innovative customer service through education, enforcement, and the promotion of humane ethics; responds to and resolves concerns expressed by public/customers, including investigations, when necessary, to determine departmental responsibility and problem resolution; testifies in court as required.
4. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with established policies, procedures, and regulations; generates necessary reports regarding work activities, workload, and other studies; maintains various work records related to the development of such reports; keeps up-to-date on various policies, laws, and regulations affecting animal care and services, and updates internal policies as needed.
5. Develops and administers department budget and authorizes expenditures; prepares special and recurring reports; develops financial strategies and alternatives for projects, as necessary; performs purchasing and accounting for equipment and supplies; performs payroll activities such as maintaining records of time worked, overtime, leaves, and absences.
6. May perform other duties as performed by Animal Service Officers and Animal Care Assistants.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED), and at least four (4) years experience at or above the level of an Animal Services Officer with at least two (2) of those years in a supervisory capacity.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of all policies, procedures, principles, techniques and/or practices that relate to Animal Control, as well as laws and pertinent County Ordinances related to animal control. Ability to operate and train subordinates on departmental equipment, including computers/software.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; certification to handle controlled substances and to operate as a Euthanasia Technician by the Nevada State Veterinary Board, Nevada State Board of Pharmacy, and Federal Drug Enforcement Agency.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl; must frequently lift and/or carry up to 50 pounds and occasionally lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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#### **WORKING ENVIRONMENT**

Work is performed outdoors, in County Animal Shelter, and in an office environment; may be exposed to sick or injured animals, disinfectant chemicals, and potential physical harm; drives special enforcement vehicle, uses specialized equipment, and must be able to lift and carry animals.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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