

Classification Title: Animal Control Team Leader

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Supervises animal control officers engaged in responding to calls and enforcing state and local regulations related to animal cruelty, control, care and disease prevention.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Supervises animal control offices, monitors daily activities and emergency calls. Reviews citations and actions of officers.
2	M	Assists officers and determines necessary actions to resolve calls regarding human or animal injuries involving pet, stray, unwanted or injured animals. Transports animals as necessary.
3	L	Investigates and resolves conflicts with dissatisfied citizens regarding shelter and inspection activities. Collects data for possible court actions.
4	L	Prepares and presents information to citizens, civic groups and local agencies regarding animal shelter services and programs.
5	M	Inspects vehicles, equipment and weapons for safety, serviceability and cleanliness. Schedules maintenance and repairs as appropriate. Maintains required logs to ensure compliance with regulations.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Three years of experience in animal control.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Levels 1 and 2 NACA Training, Bite Stick, Pepper Spray certification, Firearms Safety certification, Chemical Immobilization
Reading	Intermediate

CLASSIFICATION REQUIREMENTS	
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has limited budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, animal disarming and trapping devices, personal body protection, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

- (1)
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Body armor, firearms