

Classification Title: Animal Center Manager

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, 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:

Personal body protection,