

Animal Services Supervisor

Sussex County, Virginia

Animal Care and Services Mission Statement – To humanely enforce Sussex County Ordinances and the Commonwealth of Virginia laws as they pertain to domestic animals and the public’s health, safety and welfare.

To serve the citizens of Sussex County by enforcing those laws and ordinances, and to educate the public concerning the ordinances, their importance to the community and animals, and not to punish, or assume the responsibility of the court system.

To strive toward the reduction and prevention of animal related problems in the community through reasonable and responsible application of education, warning/citation system, and the impoundment of domestic animals.

Class Summary

Supervise animal control personnel engaged in the enforcement of Animal Care and Services Ordinances, both County and state; and oversee the care of animals, equipment, vehicles and maintenance of Animal Control Division facilities.

Work Functions and Responsibilities

Supervise the activities of animal control officers , management of shelter , personnel management and budget development and management of animal caretakers involved in the enforcement of animal control ordinance, proper and safe care of the animals, cleaning of the kennels, and maintenance of equipment, vehicles; prepare shift schedule and ensure coverage when employees are unavailable or unable to perform work; and provide interpretative guidance to employees regarding bureau policy, city code or state code for more complex calls.

Train and instruct new personnel in the policies and procedures and general operations of animal control division.

Review all records and reports to ensure accuracy and proper filing; and prepare a variety of reports including accident reports, employee performance feedback, recommendations for disciplinary action, response to citizen complaints, etc.

Assist in budget preparation and monitoring of operational expenditure, such as veterinary services, food for animal, vehicle maintenance or other operation expenses.

Investigate and handle more complicated situations such as cruelty to animals; and capture and handling of larger animals; and investigate livestock and fowl harassment cases.

Advise owners on filling out forms and/or their legal recourse.

Ensure basic vehicle, equipment and building maintenance tasks are performed in a timely manner.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties.

Minimum Qualifications

High School or GED plus five (5) years' experience in fields providing the required knowledge, skills and abilities and associated with such positions as Animal Services Officer; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Must have, or obtain, a current and valid Virginia driver's license in accordance with Virginia DMV driver's license eligibility requirements.

Preferred Qualifications

May vary.

Special Requirements

Must be able to work rotating shifts (days/evening/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

- Knowledge
 - Knowledge of state and municipal ordinances in the enforcement of animal control.
 - Knowledge of the administration, organization and function of municipal animal control organization.
 - Knowledge of the operating procedure of Animal Care and Services Division.
 - Knowledge of various animal diseases and their symptoms.
 - Knowledge related to the capture, custody and disposition of all animals, fowl, reptiles, and all wild animals.
- Skills
 - Skill in caring for and handling all types of animals, fowl and reptiles.
 - Skill in proper and safe uses of a tranquilizer gun and other firearms.
 - Skill in procedures for capturing various animals and reptiles.
 - Skill in operating the sinch and horse trailer in picking up and off-loading large live and deceased animals, such as horses, cows and other farm animals.
 - Skill in the proper, safe and humane procedures of euthanasia of all animals and fowl.
 - Skill in effective oral and written communication.
 - Skill in organizing work, establishing work priorities and monitoring status of work performed by others.
- Abilities
 - Ability to establish and maintain effective working relationships with subordinates and the public.
 - Ability to investigate and handle complex situations and reason with erratic and hostile persons.
 - Ability to prepare employee performance feedback reports and other reports required such as accident reports, recommendations for disciplinary action, written responses to citizen complaints, etc.
 - Ability to recognize maintenance needs of vehicles, equipment, building and ensuring optimum efficiency and use.
 - Ability to give lectures to various civic organizations on the procedures, the animal laws and the function of the animal care division.
 - Ability to assign, instruct, coach, and review the work of subordinates.
 - Ability to address employee issues using a facilitative approach.
 - Ability to identify various snakes to ensure proper treatment is rendered by a physician for poisonous bites.
 - Ability to operate a 4-wheel drive vehicle when needed.

Working Conditions

Sussex County is an equal opportunity employer and does not discriminate does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA regulations.

Physical Requirements: Medium to heavy work that involves walking, standing, bending, stooping, lifting and exerting up to 100 pounds of force on a regular and recurring basis, use of specialized Animal Control equipment, and use of standard office equipment.

Mental Requirements: Performs clerical and manual tasks requiring a wide range of procedures and requiring intensive understanding of functions of the unit; operate under stress; ability to effectively communicate information so that is understood.

Environmental Conditions: At times, the risk of exposure to extreme heat or cold, wet/humid conditions, toxic/caustic chemicals, animals/wildlife to include exposure to animal bites, scratches, and diseases such as Rabies, Ringworm and Lyme disease.

Sensory Requirements: Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.