



City of Casa Grande

Animal Control Supervisor

GENERAL PURPOSE: Under limited supervision, performs animal control activities to safeguard citizens from dangerous animals; supervises Animal Control Officers and support staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises, schedules and evaluates assigned staff and volunteers; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required.
- Monitors operations and procedures, and submits recommendations for improving the work group's functions, policies and processes; reconciles issues relating to policies and procedures. Stays current on industry trends and rules and regulations.
- Responds to citizen calls for service; captures, contains, and impounds animals at-large, including sick, injured, and vicious animals; relocates wild animals; investigates animal bite reports; collects and prepares specimens for laboratory analysis.
- Investigates nuisance and animal cruelty complaints; interviews witnesses; notifies owners and involved parties of animal violations and corrective actions; writes reports, issues citations, prepares court documents, and testifies in court as required.
- Investigates request of service for dogs running at large, barking and nuisance issues; seizes animals as allowed by Arizona Statutes.
- Transports animals to shelter; picks up and disposes of dead animals.
- Provides animal related information to public; responds to questions regarding animal and rabies control issues. Prepares reports.
- Operates City animal shelter in accordance with all laws, ordinances and established procedures; cleans and maintains safe and sanitary conditions in the animal shelter.
- Performs basic animal care including cleaning and feeding animals, medical care, and restraint and infection control procedures.
- Evaluates animals for survival and adoptability, and euthanizes animals as necessary.
- Manages the City animal licensing program.
- Maintains Animal Shelter equipment; orders supplies as needed, and manages budget.
- Orders and maintains euthanasia drugs and keeps mandated documentation.

JOB DESCRIPTION

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- Manages and conducts vaccination and license clinics.
- Represents City at various meetings and forums.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Animal Control Officers, support staff and volunteers.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and five (5) year's experience as an animal control officer.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of Federal, state, City and county laws, statutes, and ordinances relating to the control, protection, licensing, impounding and disposal of animals.
- Knowledge of general safety practices, legal liabilities and responsibilities, animal capture and restraint techniques and equipment
- Knowledge of symptoms, causes, procedures and reporting requirements for rabies control and other common animal disease.
- Knowledge of the principles of record keeping and records management.

- Skill in effectively supervising staff and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in capturing, controlling, containing, and transporting sick, injured, and rabid animals.
- Skill in identifying various types of animals, and recognizing abnormal behavior and symptoms of animal diseases.
- Skill in exercising patience, care and compassion in dealing with animals.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a valid Arizona Drivers License; National Animal Control Association certification is required, and additional training and certifications may be required.

Physical Demands / Work Environment: Work is performed outdoors and in City Animal Shelter.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.