



**MANAGER I, ANIMAL CONTROL**

*FLSA Status: Non-Exempt*

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult protective service work and intermediate administrative work supervising and participating in the enforcement of local and State laws and ordinances for the keeping, regulation and protection of animals; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate animal control personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Supervising and providing services; enforcing animal control laws; investigating complaints; capturing animals maintaining records and files; preparing reports.***(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Plans, directs and coordinates the activities of the animal shelter including animal control field services, shelter services, education services and public relations;

Trains, schedules, assigns and evaluates the work of subordinates;

Ensures that procedures are carried out to maintain public safety and health and that the animals in the shelter receive proper care and treatment;

Oversees procedures related to quarantining, impounding, euthanizing and disposing of animals;

Develops goals and objectives used for long and short range planning;

Develops and recommends new, and changes in current policies and procedures;

Prepares and updates manuals for the department; develops and revises forms;

Implements, monitors and evaluates the computerized record keeping system within the department;

Testifies in General District Court and Circuit Court for summons issued for violations of the Virginia Comprehensive Animal Control Laws;

Completes and maintains reports on animal bites, impounded animals, citizen complaints and arrests and other related matters;

Manages sensitive and unusual cases that involve communicating with the community and negotiating disputes between complainants and suspects; coordinates with the County Police Department;

Makes recommendations for the yearly budget of the Animal Control Department;

Directs the collection and recording of all fees authorized by the County Animal Control Ordinances;

Attends training sessions throughout the state of Virginia to maintain the state mandated continuing education hours and to keep current all mandated certifications;

Coordinates with other animal control agencies to provide assistance when needed;

Participates in emergency response operations as required in a declared emergency by County officials; completes the required NIMS training as a condition of employment;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the laws, ordinances, and regulations governing animal control; thorough knowledge of the geography of the County; thorough knowledge of the care, control and handling of animals; ability to collect facts and prepare reports; ability to deal tactfully with the public; skill in the application of specialized animal capture

techniques; ability to establish and maintain effective working relationships with associates and the general public; ability to plan, schedule and supervise the work of others.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school with considerable experience in animal control and some supervisory experience.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of state mandated certification as animal control authority including summons power, basic mandated certification and administration of lethal drugs. Possession of sidearm certification shall be required and certifications for any additional weapons, if assigned by the department. All firearm certifications must be obtained within sixty (60) days of completion of animal control school or issuance of weapon(s).