



GRAND TRAVERSE COUNTY, MI ANIMAL CONTROL SUPERVISOR JOB DESCRIPTION

Title:	Animal Control Supervisor
GENERAL SUMMARY Primary functions of the job are to provide high quality animal control services through compassion, education, and enforcement of state and local laws and regulations governing the licensing, quarantine, impoundment and control of animals, and related duties as required. Acts as the lead Animal Control Officer and directly supervises staff of the Animal Control Program. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations. This position may require irregular hours and also requires travel by the employee in the employee's own vehicle and/or County vehicle. May be required to work on-call in an emergency.	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) <ul style="list-style-type: none">• Supervises and participates in the work of subordinates in the capturing of unlicensed, stray, and injured or sick animals, and facilitates the housing of such animals at the contracted shelter.• Manages the activities of the Animal Control Program, including the development of protocols and policies, budget development and administration, and maintaining applicable records.• Enforces animal control laws, issuing verbal and written warnings to violators, as well as issuing tickets to violators of animal control laws.• Coordinates multifaceted response to a wide range of animal related issues often involving law enforcement.• Performs all duties of subordinate Animal Control Officers.• Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations.• Evaluates, monitors, and facilitates staff training needs.• Works with Grand Traverse County Treasurer to promote and facilitate dog licensing.• Enforces applicable state and county laws and public health codes related to rabies, including the rabies specimen collection, preparation, and quarantine.• Prepares and delivers public education programs related to animal control issues.• Prepares investigative reports for trials and court proceedings and collaborates with law enforcement and the Prosecuting Attorney's Office on pending animals cases.• Participates in court activities, preparing detailed reports and making appearances to testify.• Prepares routine and special reports related to animal control activities and operations, including rabies reports.• Responds to Freedom of Information Act (FOIA) requests regarding the Animal Control Program.	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements) <ul style="list-style-type: none">• High School Diploma or G.E.D., with the equivalent of two years of college preferred including college level course work in animal science, law enforcement, public administration or related field• Previous law enforcement and/or supervisory experience preferred.• Two to four years of experience in animal control or related work• Additional education may be considered in lieu of experience	



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CERTIFICATIONS, LICENSES (minimum requirements)

- Animal Control Officer Certification
- CPR Certification
- Animal Tranquilizer and Euthanasia Certification preferred
- Requires a valid driver's license and may require personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an “on-call” capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons’ identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could potentially lead to the loss of life or major harm or life impairment.

Compared to the Animal Control Officer classification, supervises department staff.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, fumes or airborne particles, infectious diseases, criminal suspects.
- May occasionally be required to lift/move over 100 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of the safe handling, feeding and general welfare of animals
- Some knowledge of the county roads and street addresses
- Knowledge of lifesaving and first aid methods and techniques
- Knowledge of self-defense techniques



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- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in use of personal computer software, including spreadsheet development and word processing
- Ability to euthanize animals, and remove heads of animals for rabies specimens.
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to safely and appropriately use lethal drugs used for euthanasia of animals
- Ability to consistently demonstrate sound ethics and judgment
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to safely handle potentially dangerous and/or injured animals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently