I. PURPOSE SUMMARY. Under the general supervision of the Animal Control & Codes Manager, supervises and performs Animal Control and Codes Enforcement field operations including enforcing compliance with applicable laws, ordinances and regulations governing the restraint, licensing, vaccination, impoundment, care and quarantine of animals. Oversees the issuance of citations for violations of animal control and codes regulations.

II. ESSENTIAL DUTIES.
1. Supervises Animal Control and Codes Enforcement Officers, specific tasks include but are not limited to:
   a. Preparing weekly/monthly/bi-annual work schedules; approving leave requests and maintaining time records.
   b. Coordinate with the AC & Codes Manager to address staff discipline issues in accordance with the collective bargaining agreement.
   c. Identifying, arranging for and providing job related training for staff on an on-going basis.
   d. Ensuring all staff adhere to policies and procedures for providing efficient, safe and respectful services in accordance with all applicable laws and regulations.
   e. Monitors calls for service and travels to property to ensure staff is handling calls appropriately and courteously.
2. Oversees and responds to public inquiries regarding allegations of animal and or codes violations.
   a. Investigates allegations of animal cruelty or suspected animal hoarding and refers to appropriate agency.
   b. Investigates environmental codes violations, prepares written reports and findings of facts for case preparation in criminal matters.
   c. Prepares formal complaints and charges for criminal court actions against violators of County ordinances pertaining to animals and codes.
   d. Coordinating with or working with law enforcement and the district attorney’s office in investigation and prosecution of violations of state statute.
   e. Testifies at judicial proceedings as necessary.
3. Performs animal control and codes officer duties as needed. Tasks include:
   a. Uses available techniques and equipment to provide for the safe handling of animals
   b. Receives and investigates allegations of animal bites and environmental codes violations; creates written reports for court proceedings as necessary.
c. Issues warnings and citations to animal and property owners for violations of animal and codes ordinances.
d. Works cooperatively with other agencies in responding to calls.
e. Transports animals to the impound facility and completes required paperwork to ensure accurate accountability of all animals impounded.
f. Performs inspection of premises for compliance with DAC Animal Ordinance permits.
g. Patrols County locations while monitoring activities on the two-way radio system.

III. ADDITIONAL DUTIES.
1. Performs related duties and responsibilities as assigned.

IV. QUALIFICATIONS.

A. Education. High School Diploma or equivalent.

B. Experience. A minimum of five (5) years of full-time work experience in position requiring enforcement of laws, regulations, and/or statutes. Two (2) years of which must have been in a supervisory position.

C. Education/experience substitution. In accordance with County Policy.

D. Licenses/Certifications. Valid Driver’s License. Current National Animal Control Association Certification is preferred or must obtain within twelve (12) months of hire.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.). Must pass background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:
- Principles and techniques of management and effective supervision.
- Applicable laws and ordinances concerning the care, restraint, and disposition of animals and basic treatment and diseases of various animals.
- Defensive driving tactics to minimize injury when capturing animals. Performing routine vehicle inspections.

Skilled in:
- Verbal communication required for interacting with general public and staff, which must be conducted in a courteous and respectful manner at all times, at an advanced level.
- Technical level reading, writing, and mathematical calculation skills needed to develop programs and specifications.
- Effective management and organizational skills necessary to effectively supervise staff.
- Interpreting and applying County regulations relating to animal control and codes enforcement, and working independently while recognizing issues that should be referred to the Supervisor.

Ability to:
- Establish and maintain effective and cooperative working relationships with others.
- Accurately interpret and implement County animal control and codes regulations, policies and department standard operating procedures.
- Identify different breeds and species of animals.
• Operate two-way radio systems utilizing 10 code.

2. FREEDOM TO ACT. The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. GUIDELINES AND JUDGMENT. Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

4. PHYSICAL DEMANDS. The work outdoors requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting of moderately heavy items, operate specific office, radio, and trapping equipment, and must be able to safely operate a vehicle for extended periods of time. The work performed indoors is sedentary.

5. WORK ENVIRONMENT. Seventy five (75) percent of the time work is performed in the field supervising field operations pertaining to animal control and codes enforcement and involves moderate risks or discomforts that require special safety precautions. Employee is often exposed to foul odors and to loud noise levels. Employee is exposed to dangerous situations and/or vicious animals when trapping and transporting. When working outdoors the employee is required to use protective clothing or gear. No more than twenty five (25) percent of time the work is indoors performing administrative duties under temperature controlled conditions with everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles.

6. SUPERVISORY RESPONSIBILITY. First-line supervisor. Full supervisory responsibilities including recommendations for hiring, promotions, terminations, disciplinary actions; monitors and reviews work; interprets policies and procedures for compliance and quality and quantity standards.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _______________________________ 
__________________
Employee Date