

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: Rev Dec. 2005&8/25/11	CLASS TITLE: ANIMAL CARE AND CONTROL FIELD SUPERVISOR	CODE: 65945
	MAJOR AGENCIES: BCC (ANIMAL RESOURCE CENTER-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Supervisory level in the animal care and control occupation under direction of the Animal Resource Center Director requiring considerable knowledge of Ohio law and county wide animal control ordinances governing the control, licensing and humane treatment of animals, animal restraint and animal care techniques in order to directly supervise the county Animal Care and Control Officers and to direct the animal control field operations of a county-wide animal shelter and to provide assistance to the community in resolving animal control problems. Normal staff size (10-17). Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Supervises and trains animal care and control officers, directs animal control operations and maintenance of internal and legally required records and data, reviews field reports, coordinates field operations with shelter supervisor, veterinary staff and law enforcement agencies, coordinates animal control operations between the county and other government jurisdictions, courts and law enforcement, assists in the development of departmental policies and procedures, investigates matters which cannot be resolved by subordinates to determine appropriate measures, arranges court appearances of officers to give testimony in court cases involving animal control, develops relevant training programs for both staff and the general public, develops educational programs and presentations, coordinates the sale of dog licenses throughout the year, working with the director implements strategies to increase sales and tracks all sales for the department, fills in for director on a rotating basis with the Animal Resources Center Supervisor when the director is out of the area, has responsibility for field operations budget and recommends changes to budget, operates motor vehicle to direct field operations.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices),* 11a (public relations), 11b (human relations), 13 (office practices and procedures),* 14 (government structure and process), 15 (counseling), 16 (interviewing), 23 (law enforcement--Chapter 955 of the Ohio Revised Code pertaining to the control, licensing and treatment of animals); <u>Skill in</u> 29 (equipment operation--motor vehicle, tranquilization equipment, personal computer); <u>Ability to</u> 30g (understand system of mechanical or other procedures (e.g., bookkeeping, wiring), 30l (define problems, collect data, establish facts & draw valid conclusions), 30r (deal with many variables & determine specific action (e.g., research, production), 31d (calculate fractions, decimals & percentages), 32d (read individual words), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32n (understand manuals & verbal instructions, technical in nature), 32o (prepare meaningful, concise & accurate reports), 32r (prepare & deliver speeches before specialized audiences & general public), 32t (write instructions & specifications concerning proper use of machinery--tranquilization equipment, traps, control pole), 34c (cooperate with co-workers on group projects), 34e (establish friendly atmosphere as supervisor of work unit), 34f (handle</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS: Works in a kennel environment; exposed to pet dander, exposed to aggressive animals & infectious bites; may work irregular hours, responsible for multiple shifts.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must have current valid Ohio driver's license with acceptable driving record. Associate Degree in law enforcement, business, animal husbandry, or a related area and 2 yrs. related experience including 1 year experience as team leader (A four year degree may be substituted for one year of experience); - OR Completion of core coursework towards an Associates Degree in law enforcement, business, animal husbandry, or a related area and 3 yrs. experience in animal care and	TRAINING & DEVELOPMENT: Must obtain Certified Euthanasia Technician (CET) certification within 1 year of hire date. Must maintain certification and licensure.
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	<p>Performs tasks of the functional area(s) supervised (i.e., operates motor vehicle to patrol streets to locate stray animals and capture and transport them to animal shelter, responds to complaints concerning animal problems or violations of animal control ordinances, removes dead, injured or dangerous animals from streets and residential premises, maintains records and files of activities, compiles a variety of data regarding animal control, investigates violations of animal control ordinances (i.e. investigates cases of animal cruelty and neglect) and issues warnings or citations as required), responds to the local news media as assigned (i.e. serves as departments Public Information Coordinator), maintains inventory and orders field operation supplies and equipment, maintains truck fleet including the shelter vans and other equipment used by field operations, directs the investigation of claims involving live-stock killed or injured by dogs, reviews information obtained, arrives at fair market value with farmers involved and arranges payment, maintains departmental equipment and supplies, attends training programs covering legal aspects of animal control as assigned, performs euthanasia as necessary. (Performs Related Duties As Required)</p>	<p>sensitive inquiries from & contacts with officials & general public), 34i (resolve complaints from angry citizens & government officials), 35b (demonstrate agility (to move whole body quickly & easily), 35c (must be able to lift up to 50 lbs. & demonstrate full range of motion for bending, stooping & lifting) ((must be able to push and pull up to 65 lbs.)). <u>Knowledge of</u> 6, 7, 8, 9b, 10,* 11a, 11b, 13,* 14, 15, 16, 23; <u>Skill in</u> 29; <u>Ability to</u> 30g, 30l, 30r, 31d, 32i, 32j, 32m, 32n, 32o, 32r, 32t, 34c, 34e, 34f, 34i, 35b, 35c.</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) control that includes public contact and at least 1 year as a team leader; - OR high school diploma or equivalent and six (6) years full time experience in animal care and control that includes public contact and at least 2 years as a team leader. - OR alternative, equivalent evidence of the Minimum Class Requirements	TRAINING & DEVELOPMENT:
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