

ASSISTANT ANIMAL SHELTER SUPERVISOR

Department: Environmental Control

Classification: Competitive

Specification Number: 2950

Approved: 12/26/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of paid or volunteer experience in the care and handling of animals in a business or institutional setting.

PROMOTIONAL

Two (2) years of permanent competitive status as an Animal Control Officer II.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class assists the Animal Shelter Supervisor in the enforcement of animal control ordinances and the general operation of the shelter. Supervision is exercised over clerical and kennel staff, and Animal Control Officers. Work is reviewed through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Trains and instructs new personnel in shelter operation and care, feeding and diseases of common domesticated animals;

Records and files disposition of animals at shelter;

Determines and maintains employee work schedules;

Keeps employee and animal records;

Supervises kennel staff in the maintenance and cleanliness of the animal shelter;

Acts as liaison between shelter supervisor and other employees;

Answers any inquiries from the public about animals or the shelter via mail or telephone.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Excellent knowledge of the principles, practices and techniques of animal shelter operation; good knowledge of the principles, practices and techniques of modern office administration; good knowledge of effective supervisory techniques; good knowledge of the care, feeding and diseases of shelter animals; ability to acquire knowledge of the local ordinances pertaining to animal control; ability to express oneself clearly and concisely, both orally and in writing; ability to plan and supervise the work of others in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with the general public; physical condition commensurate with the demands of the position.