

ANIMAL SHELTER SUPERVISOR

Department: Environmental Control

Classification: Competitive

Specification Number: 2955

Approved: 12/26/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

a) Possession of a New York State Veterinary Technician license and four (4) years of paid experience in the care and handling of animals in an institutional setting, two (2) years of which must have been in a supervisory capacity; or,

b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree in Animal Care or a related field, and four (4) years of paid experience in the care and handling of animals in an institutional setting, two (2) years of which must have been in a supervisory capacity; or,

c) Graduation from a standard senior high school or possession of a high school equivalency diploma and six (6) years of paid experience in the care and handling of animals in an institutional setting, two (2) years of which must have been in a supervisory capacity; or,

PROMOTIONAL

Two (2) years of permanent competitive status as an Assistant Animal Shelter Supervisor.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title has responsibility for the enforcement of ordinances pertaining to animal control within the Town's Animal Shelter. Supervision is exercised over a staff through subordinate supervisors. Work is reviewed through meetings and reports to the Commissioner of Environmental Control or the Deputy. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises all Animal Control Officers in the enforcement of animal control ordinances;

Prepares annual operating budget;

Maintains a list of veterinarians within a municipality;

Initiates and issues various purchasing requisitions to the Purchasing Department;

Interviews and recommends personnel for hiring to the Commissioner;

Compiles, maintains and submits to the Commissioner reports concerning operations, expenses, veterinarians' reports and types and number of animals which pass through shelter.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles, practices and techniques of an animal shelter operation; thorough knowledge of principles, practices and techniques of modern office administration; thorough knowledge of effective supervisory techniques; good knowledge of the care, feeding and diseases of common animals; ability to acquire knowledge of local ordinances pertaining to animal control; ability to express oneself clearly and concisely, both orally and in writing; ability to delegate authority and 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.