



# COUNTY OF NYE

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## CLASS TITLE: ANIMAL CONTROL SUPERVISOR

### **BASIC FUNCTION:**

Under direction, this position supervises, assigns, reviews and participates in the work of subordinate staff and performs related duties with the animal control program such as: caring for animals at shelter; euthanasia and disposal of animals; maintenance of the animal shelter; enforcing animal control regulations and ordinances by issuing warnings and citations; and performing other work as assigned.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Supervises the animal control program including collection of animals, licensing, issue of citations, and investigation of animal abuse complaints.
2. Supervises and participates in the enforcement of laws and ordinances governing animal control and protection.
3. Answers questions regarding animal control regulations and care of animals; investigates complaints regarding alleged violations of animal control ordinances; advises citizens regarding steps needed to comply with the regulations and consequences of failing to comply.
4. Prepares reports accounting for money received for licenses and fees.
5. Maintains records of impounded animals, citations, bite incidents, and statistical information.
6. Euthanizes and disposes animals in accordance to appropriate laws, regulations and policies and procedures.
7. Secures court orders, search warrants and other legal documents. Appears and testifies in court proceedings as an expert witness in matters regarding animal control laws and ordinances.
8. Ensures compliance of the complete animal control program in accordance with all applicable Federal, State, and local laws and regulations.
9. Participates in the selection of staff engaged in animal control functions; reviews and directs work assignments; schedules and coordinates training.
10. Responds verbally and in writing regarding the various activities of the department.
11. Responds to and resolves difficult and sensitive public inquiries and complaints.
12. Attends Board of Commissioner meetings and other meetings as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of County and state ordinances, laws and regulations governing impounding, care, quarantine, treatment and euthanasia of animals, sale and disposal of animals; methods, procedures and equipment used in the capture and impounding of animals; feeding, kenneling and general care of animals; and procedures on equipment used in capture and impounding of animals; impounding, care, quarantine, treatment and euthanasia of animals, sale and disposal of animals; methods, procedures and equipment used in the capture and impounding of animals; feeding, kenneling and general care of animals; and procedures on equipment used in capture and impounding of animals. Considerable knowledge of the methods and techniques of supervision. Ability to assist in the development and enforcement of department policies. Ability to initiate, coordinate and express oneself clearly and concisely, orally and in writing; plan, coordinate and direct work of other personnel in varied office and field operations; promote, establish and maintain harmonious relationships with subordinates, other department heads and supervisors, other governmental jurisdictions and with the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school and three or more years of relevant animal control experience including at least two years of lead or supervisory responsibility preferably in an animal control setting.

**LICENSES:**

Must possess a DEA Permit, State Board of Pharmacy License, State Board of Veterinarian Medical Examiners License and a valid Nevada "Class C" driver's license.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Direct supervision of department staff.

**CONTACTS:**

County Management, department heads, co-workers, general public, District Attorney's Office, and veterinarians.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

The employee is regularly required to sit, stand, climb, walk, stoop, crouch and kneel for extended periods of time. Ability to lift and move objects weighing up to 50 lbs. without assistance. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Ability to use office equipment including computers, telephones, calculators, copiers and fax as well as handling tranquilizer guns and hand tools.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Work is performed in office, outdoors and driving environments. Ability to work in varying temperatures. Ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases.