

ANIMAL CONTROL KENNEL SUPERVISOR

PURPOSE AND NATURE OF WORK

The purpose of the single position in this classification is to supervise and direct the kennel section of the Animal Control division and evaluating performance of the Animal Caretakers. The incumbent will assign work to the caretakers and will be responsible for making decisions related to the healthcare, sanitary conditions, and humane euthanasia of animals. In performing these duties, the incumbent is given authority to exercise independent judgment and initiative in accordance with established policies, procedures, and guidelines. Work is reviewed on the basis of quality, adherence to policy and procedures, and results obtained related to incumbents individual performance as well as performance of the section under the incumbent's supervision. Work is performed under the general direction of the Animal Control Supervisor. Position supervises Animal Caretakers and a small clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises the maintenance and cleaning of the kennel facility. Coordinates with veterinarians to insure the health of all animals kept at the animal shelter and participates in said healthcare. Confirms quarantine observation of suspected rabid animals, boundary compliance, and other enforcement endeavors. Personally handles more difficult situations and issues dealing with kennel operations and customer service. On call 24 hours. Participates in the interviewing and hiring process for new employees in the section. Provides training to new employees and ensures all employees receive necessary ongoing training. Supervises the humane euthanasia of animals. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the laws, ordinances, rule and regulations, and policies governing animal control.

Thorough knowledge of nature of work of Animal Caretakers and the care of animals.

Thorough knowledge of computer software used by Animal Control.

Thorough knowledge of the methods and techniques of humane euthanasia of animals.

Ability to maintain proper licensing as required.

Ability to prepare reports and to supervise the maintenance of files and records.

Ability to plan, assign, and supervise the work of subordinate staff.

Ability to establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in kennel operations including euthanasia; or any equivalent combination of training experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana driver's license.

In accordance with Louisiana state law, euthanasia personnel shall attend the Humane Society of the United States Academy on Euthanasia or an equivalent program within one year of date of employment.