

Job Class Code: 7027	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform routine supervision of animal housing operations and the overall care and welfare of animals impounded by the Animal Bureau. The position will perform routine euthanasia of animals and perform a variety of animal health care duties under the general supervision of the Animal Care Superintendent and/or a veterinarian.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates staff schedules to ensure adequate coverage and the proper care of animals.
- Oversees the care, keeping and disposition of animals at the Shelter, including administering of medication and medical treatment under direction and prescription of veterinarian; oversees adoption, redemption and owner release.
- Administers vaccinations, heartworm checks, fecal checks, bandage changes, wound care, bathes and dips and a variety of injections/punctures (subcutaneous, intramuscular, venipuncture, intraperitoneal, intracardiac).
- Performs routine euthanasia of healthy, sick, injured, feral, and vicious animals, with review by supervisor and in accordance with State law and regulations.
- Responsible for proper handling of and record keeping for controlled drugs and paraphernalia in accordance with applicable statutes and regulations.
- Oversees production of activity reports required by statute, regulation, and policy, as well as maintenance of statistical data.
- Oversees maintenance of change funds and petty cash, collection of fees and payments, preparation of daily deposits, processing of invoices and receipts, and paying of unit bills.
- Responds to public inquiries and Customer Service Requests (CSR) regarding customer service and animal care at the Shelter.
- Trains and instructs new office and shelter staff on policy and procedures, proper performance of assigned duties and general operation of the Animal Services Unit.
- Collaborates with other organizations for the welfare of animals.
- Attends staff meetings as needed.
- Performs other related duties as required.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others in making decisions, affecting the individual, coworkers and the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a high school diploma or GED, and completion of a course for a veterinary assistant recognized by the State Department of Education.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must be able to pass certification by State Veterinary Board in euthanasia techniques.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.