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| <b>Job Class Code: 7040</b> | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Code: 3</b>          | <b>EEO Category: 4</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise the operations of the Animal Bureau, and supervise assigned staff. The class is responsible for staff supervision, animal control, policy and procedures, the Animal Shelter, training, budget, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Oversees the care, keeping, and disposition of animals at the Shelter, including treatment, medication, and vaccination; oversees adoption, redemption, and owner release.
- Oversees, reviews, and approves expenditures for the Bureau; provides fiscal data, and assists with preparation and presentation of the budget. Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Investigates complaints; assists Officers in the field, and handles difficult situations and/or complainants; issues summons, prepares court cases, and testifies in court.
- Assists Officers with computer problems, and paperwork procedures for legal matters such as petitions, affidavits, court orders, and search warrants.
- Trains and instructs new personnel in policy and procedures, and general operations of the Animal Bureau; conducts Animal Control classes in the Police Academy.
- Conducts staff inspections of vehicles, equipment, and uniforms on a regular basis.
- Maintains record system for assigned area; processes daily paperwork including reports, correspondence, memos, requisitions, and personnel information
- Reports and monitors building maintenance issues; assists as liaison for new construction at Animal Bureau; ensures receipt and maintenance of supplies and equipment for operations
- Assists and cooperates with other organizations and City departments in the protection of animals; oversees and supervises volunteer personnel and Community Service volunteers.
- Attends or conducts staff meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.   |
| <b>Interpersonal/People Involvement</b> | Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.   |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.  |
| <b>Language Requirements</b>            | 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. |

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| <b>Mental Requirements</b>           | Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices, and uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| <b>Decisions/Supervisory Control</b> | Directs actions of others, making decisions almost constantly, affecting coworkers and others in the general public.  |

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in veterinary technician, business administration, business management, or a closely related field. |
| <b>Experience</b>                          | In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.   |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, certification of DCJS training for weapon carrying, and veterinarian certification to use controlled drugs to sedate and euthanize animals.          |

**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.*