

Job Class Code: 7050	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise all Animal Shelter staff and oversee the Animal Shelter. The class is responsible for staff supervision, animal control, policy and procedures, long range planning, goal setting, the Animal Shelter, budget, customer service, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Oversees planning, assignment, scheduling, activity and performance of staff; recommends discipline and recognition, recruits new personnel and coordinates the hiring process to fill vacancies; assists with difficult or unusual situations. Develops and prepares budget recommendations; oversees and monitors expenditures; prepares financial reports. • Oversees Shelter to ensure adequate supplies and materials, provide for proper repairs and maintenance, provide for care and disposition of animals, oversee cash receipts, maintain permits, and order and oversee control of drugs. • Ensures staff actions and Shelter operations conform to City and State codes, regulations, policies, and laws; updates staff on changes of same. • Prioritizes and submits purchase requests based on budget allowances and analysis; prepares budget recommendations.. • Researches, develops, and secures, or provides for training and instruction of staff in laws, policies, procedures, and general operation of Bureau. • Investigates difficult citizen complaints or complaints against Shelter Staff. • Supervises record keeping and report preparation; reports progress, problems, and unusual situations to supervisor. • Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.

Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; participates in panel discussions; writes manuals, complex reports, and articles for publication; develops training programs.
Mental Requirements	Performs professional level work requiring the application of scientific, accounting, legal, or managerial methods in the solution of technical, administrative, medical, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers and others in the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in business or a related field, preferably supplemented by some science courses and some experience in work involving the care of animals and dealing with the public, some in a supervisory capacity.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four 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 also be able to obtain a competency certification for euthanasia.
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. Emergency operations support work and work locations may be outside of normal job duties.

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.