



GRAND TRAVERSE COUNTY, MI ANIMAL CONTROL SUPERVISOR JOB DESCRIPTION

ANIMAL CONTROL SUPERVISOR

GENERAL SUMMARY

Primary functions of the job are to protect the public's health and safety in regard to state and local animal laws, including performing apprehending, rescuing, and trapping of animals; to provide public education; and to supervise staff of the County's Animal Control Division.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours and also requires travel by the employee in the employee's own vehicle and/or County vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Supervises and participates in the work of subordinates in the collecting and disposing of unlicensed, stray, and ill animals, and regulates the disposal of dead animals.
- Manages the activities of the Animal Control division, including the development of protocols and policies, budget development and administration, and maintaining applicable records.
- Enforces animal control laws, issuing verbal and written warnings to violators, as well as issuing tickets to violators of animal control laws.
- Performs all duties of subordinate Animal Control Officers.
- Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective division operations.
- Enforces applicable state and county laws and public health codes related to rabies, including the rabies specimen collection, preparation, and quarantine.
- Prepares and delivers public education programs related to animal control issues.
- Prepares investigative reports for trials and court proceedings and collaborates with the Sheriff's office and prosecutors on pending animal cases.
- Participates in court activities, which includes serving court documents to defendants, preparing reports, and making appearances to testify.
- Prepares routine and special records and reports related to animal control activities and operations, including rabies reports.
- Responds to requests for information from the public.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D.
- Four to six years of experience in animal control work



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CERTIFICATIONS, LICENSES (minimum requirements)

- Animal Control Officer Certification
- Special deputy appointment
- CPR Certification
- Animal Tranquillizer and Euthanasia Certification
- Requires a valid driver's license and may require personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an "on-call" capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could potentially lead to the loss of life or major harm or life impairment.

Compared to the Animal Control Officer classification, supervises department staff.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, fumes or airborne particles, infectious diseases, criminal suspects.

May occasionally be required to lift/move over 100 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of the safe handling, feeding and general welfare of animals
- Some knowledge of the county roads and street addresses



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- Knowledge of lifesaving and first aid methods and techniques
- Knowledge of self-defense techniques
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in use of personal computer software, including spreadsheet development and word processing
- Ability to euthanize animals, and remove heads of animals for rabies specimens.
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to safely and appropriately use lethal drugs used for euthanasia of animals
- Ability to consistently demonstrate sound ethics and judgment
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to safely handle potentially dangerous and/or injured animals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently