

Animal Control Supervisor

General

The Animal Control Supervisor, under the direction of the Animal Control Program Director, is responsible for providing services in relation to the protection of domestic animals, and public support for the successful operations of the Regional Animal Services Program.

Essential Duties and Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. An employee in this classification may be required to perform a combination of the tasks below.)

- Assists in hiring, training, and evaluation of animal control employee(s). Administers organization for the Animal Control Facility, including but not limited to coordination of vehicle maintenance, daily shelter operations, inventory and purchase requests of supplies and equipment.
- Performs field work in investigations and enforcement of animal control statutes, and the general welfare of domestic animals, including but not limited to, the issuance of warning notices, notices infraction, and criminal citations.
- Attends and testifies in criminal and civil hearings pertaining to animal control violations.
- Performs routine office work and oversees animal control officers' daily tasks.
- Feeding and maintaining animals, as required, under the care of the Director.
- Care and cleaning of ASP facility, grounds, and vehicle related equipment.
- Trap Neuter Release (TNR) program services assignments
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Strong knowledge of Connecticut Animal Control Laws and their practicable use
- Strong knowledge and experience with domestic animals and in particular animal behavior
- Ability to operate ASP vehicles and other equipment in a safe and efficient manner
- Knowledge of basic occupational hazards and safety precautions
- Ability to understand written and oral communications
- Ability to prioritizing work and use independent judgement, common sense, and initiative
- Ability to attend required training and maintain all certifications applicable to the position
- Strong ability to manage difficult, emotional, or hostile individuals; responds promptly to customer needs
- Ability to speak clearly and persuasively in positive or negative situations
- Basic computer skills (i.e.: Microsoft Office and e-mail)

Minimum Qualifications:

- State Certification as an Animal Control Officer
- Minimum of four (4) years' experience as an Animal Control Officer and/or minimum of three (3) years managerial/supervisor experience in the related field.
- Associates Degree and minimum of five years' experience in an animal welfare or animal control environment, veterinary office, or kennel preferred.
- Degree in training as a veterinary technician is desirable.
- Valid driver's license, safe driving record, free from DUI, free of prohibitive negligent or reckless driving behavior for minimum of three years
- Must be vaccinated for the protection of rabies at the time of employment or secure such status within four (4) months and maintain such status while employed.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed outdoors and in the office environment and may involve travel to a variety of locations to attend meetings and inspect properties. Inspection work in the field may involve walking over rough or uneven surfaces. Hand-eye coordination is necessary to operate various pieces of equipment. While performing the duties of this job, the employee is required to stand and walk, use hands to finger, handle, feel or operate objects, and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment is fast-paced, and the noise level is usually moderate. The employee must occasionally lift and/or move up to 50 pounds. Duties are performed both individually and as part of a work team. The employee may occasionally encounter stressful situations due to sensitive or complex public issues.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The job description does not constitute an employment agreement between the employer or the employee and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

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Submit Resumes To:

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E-Mail Resumes To:

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