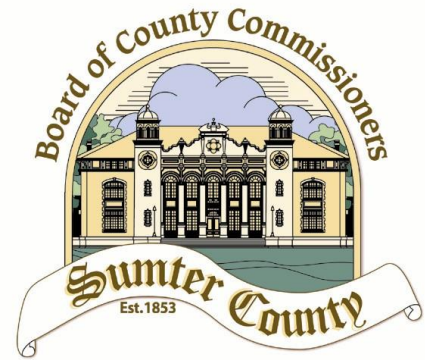


Division of Support Services

Employee Services

7375 Powell Road • Wildwood, FL 34785 • Phone (352) 689-4420 • FAX: (352) 689-4421
Website: <http://sumtercountyfl.gov>



EMPLOYMENT OPPORTUNITY

AGENCY NAME: SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

POSITION TITLE: **Animal Control Supervisor**

SALARY: Salary range \$21.47 - \$30.67. Commensurate with experience and licenses. Benefits package.

JOB LOCATION: Animal Services and Mosquito Control

APPLICATION DEADLINE: **April 17, 2019**

BRIEF JOB DESCRIPTION: Performs specialized work involving the supervision of all aspects of Animal Control operations. Under the direction of the Animal Services and Mosquito Control Superintendent assists in the planning and implementing an approved animal control program. Responsible for enforcement of laws governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with an Associate Degree in Veterinary Science, Business Management, Biological Science or a closely related field. Three (3) years experience as an Animal Control Officer. Four (4) years supervisory experience. Must possess and maintain certification as Certified Animal Control Officer in the State of Florida. Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course. Must possess and maintain certification for Chemical Immobilization and OC Spray, or obtain certification by taking next scheduled State certified course. Must have the ability to maintain a State of Florida Pharmaceutical License. Additional certifications as National Animal Control Officer, National Cruelty Investigator, and National Equine Investigator preferred. National Incident Management System (NIMS) training related to animals and livestock preferred. Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.

TO APPLY: Submit a complete Sumter County Board of County Commissioners Employment Application online at our website at www.sumtercountyfl.gov

The Board of Sumter County Commissioners is an Equal Opportunity/Affirmative Action Employer. It hires only U.S. Citizens and lawfully authorized alien workers. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida. If you need an accommodation because of a disability in order to participate in the application/selection process, please notify us in advance.

Posted 3/28/2019

BOARD OF SUMTER COUNTY COMMISSIONERS

JOB DESCRIPTION

JOB TITLE: Animal Control Supervisor

DIVISION: Animal Services and Mosquito Control

GENERAL DESCRIPTION:

Performs specialized work involving the supervision of all aspects of Animal Control operations. Under the direction of the Animal Services and Mosquito Control Superintendent assists in the planning and implementing an approved animal control program. Responsible for enforcement of laws governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and monitors daily operations of Animal Control Officers. Monitors scheduling, procedures, and quality control for animal control activities. Prepares performance evaluations and assists in the hiring process.
2. Performs duties as required to control emergencies related to animal control ordinances and statutes. Prepares staff schedules to ensure regular 24-hour/day, 7 days/week, 365-day/year on-call rotation, and ensure a response time within 60 minutes of dispatch.
3. Enforces strict adherence to safety regulations and safe work practices, particularly in the handling of animals and the operation of vehicles.
4. Investigates complaints and violations, ensures action is taken to comply with laws and ordinances. Maintains records and ensures accurate reporting of all animal control activities.
5. Supervises and participates in animal cruelty investigations.
6. Assist in the development and monitors Animal Control Services five (5) year plan, budget, activity, goals and objectives and monitors progress to ensure compliance.
7. Assist in the coordination with humane rescue organizations and veterinarians to increase positive outcomes for domestic animals and livestock.
8. Performs various research activities, develops and completes all related reports.
9. Use of department software systems and other data sets to review customer needs and trends in order to make service improvement recommendations.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least 1 year immediately preceding application and maintain same tobacco-free status throughout the term of employment.

12. Maintains regular attendance. Performs related duties 24 hours a day as required to control emergencies related to animal control ordinances and statutes providing management assistance as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.) Animal Control Supervisor Pay Range 26

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and County animal control ordinances, regulations, animal care procedures and policies of the Services Division, and Board of County Commissioners.
- Knowledge of chemical capture, trapping, ensnaring, handling, transporting, and caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior and animal diseases sufficient to recognize normal and abnormal behavior in domestic and wild animals.
- Ability to use a computer.
- Ability to work alone or with others and to establish and maintain effective working relationships with members of the general public, co-workers, members of law enforcement, elected and appointed officials, as well as members of a diverse cultural background.
- Ability to deal with, educate the public, and enforce laws impartially, firmly and tactfully.
- Ability to maintain sanitary conditions of kennels, vehicles and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare written reports.
- Ability to interpret or use a variety of instructions, legal or public rights terminology and language, animal behavior and animal diseases.
- Ability to offer accurate testimony in court proceedings, civil actions and before hearing officers.
- Ability to inspect items for proper length, width and shape.
- Ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment.
- Ability to deal with people and animals under stress.
- Ability to respond on scene to after hours and weekend calls within sixty (60) minutes.
- Experience operating a pickup truck and trailer towing and maneuvering.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with an Associate Degree in Veterinary Science, Business Management, Biological Science or a closely related field.
- Three (3) years experience as an Animal Control Officer.
- Four (4) years supervisory experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Certified Animal Control Officer in the State of Florida.
- Must possess and maintain certification as Euthanasia Technician or obtain certification within six (6) months of employment.
- Must possess and maintain certification for Chemical Immobilization and OC Spray, or obtain within one (1) year of employment.
- Must have the ability to maintain a State of Florida Pharmaceutical License.
- Additional certifications as National Animal Control Officer, National Cruelty Investigator, and National Equine Investigator preferred.

- National Incident Management System (NIMS) training related to animals and livestock preferred

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction) for night driving/working
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Physical strength and agility sufficient to perform job requirements
- Walking
- Running
- Jumping
- Pushing
- Pulling
- Standing
- Kneeling
- Bending
- Stooping
- Crawling
- Climbing
- Must be able to drive and maneuver a truck towing a livestock or horse trailer

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Pre-exposure Rabies within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust;
- Works on uneven, slippery surfaces and heights;
- Works with animals, including flea/tick infested areas, dead and diseased animals;
- Works with moving objects and vehicles;
- Works in stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non - Exempt Status

Revised 10/01/18