

## **Escambia County Animal Services is seeking a Kennel Supervisor**

**Salary: \$37,356.80 - \$42,972.80 Annually**

**Job Closes: Mon. 09/14/20 11:59 PM Central Time**

### **Job Description**

This class is a working supervisor, who supervises the activities of the kennel technicians, prepares, and maintains required records, and inventory and usage control of pharmaceutical products. This position reports to the Animal Services Manager.

### **Job Duties**

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. Supervises the day-to-day activities within the animal shelter which include planning, coordinating, administering, and evaluating processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards. Assists customers in locating lost pets, checking in stray animals, and selecting animals for adoption; facilitates educational tours for interested groups while explaining applicable animal control laws, ordinances, and responsible pet ownership. Maintaining facility aesthetics; feeding, watering, and grooming animals; monitoring the security of facilities; monitoring animals for illness, disease, and/or injury; administering medications to animals; evaluating animals for adoption potential; socializing animals in custody; administering vaccines and oral dewormers; and/or, performing other related activities. Prepares and maintains a variety of files, records, reports, agreements, logs, and/or other related information; monitors and maintains inventory. Participates in euthanizing animals, which includes injecting animals with applicable serums, and performing surgical decapitation of deceased animals for rabies testing; performs euthanasia as part of population and disease control and to relieve pain and suffering. Responsible for the coordination of disaster preparedness of shelter animals during a natural and/or manmade disaster. Attends meetings, seminars, workshops, and training, as appropriate. Performs other duties of a similar nature or level.

### **Training and Experience:**

High School Diploma or Equivalent (G.E.D.) and two years of work experience in animal handling including one year supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing Requirements:**

Valid driver's license

Ability to obtain Florida Euthanasia Certification within six months of hire.

**This is a full-time position with a comprehensive benefits package.**

**For more information on job position, benefits and to apply, visit:**

<https://www.governmentjobs.com/careers/escambia>