

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b>	<b>ANIMAL CARE &amp; CONTROL DIVISION ADMINISTRATOR</b>	<b>CLASS CODE: 0136</b>
<b>DEPARTMENT:</b>	<b>PUBLIC HEALTH</b>	<b>FLSA STATUS: E</b>
<b>REPORTS TO:</b>	<b>ASSISTANT PUBLIC HEALTH DIRECTOR</b>	<b>DATE: 8/06</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT: MGT</b>

**JOB SUMMARY:**

Primary responsibility is to manage, organize and coordinate the programmatic, administrative and operational activities of the Animal Care and Control Division including long and short range planning, policy development and staff management; manage and supervise the work of all Animal Care and Control staff; establish and implement Animal Care and Control's objectives and performance standards; promote, coordinate, and participate in collaborative activities, programs, and projects with outside agencies and department staff; represent Animal Care and Control during administrative and criminal proceedings; participate in negotiating contracts for animal services with city managers and other entities and act as public information officer. Division is responsible for delivering comprehensive animal care and control services and enforcing all applicable laws and regulations.

**DISTINGUISHING CHARACTERISTICS:**

This single position class serves to administer the Animal Care and Control Division and is responsible for the operations of the County's Animal Care and Control Division and its programs. This class is distinguished from the Animal Shelter Supervisor by the oversight of the division and a higher degree of autonomous decision-making by the Animal Care and Control Division Administrator and a direct reporting relationship with the Assistant Public Health Director.

**SUPERVISION EXERCISED:**

Exercises supervision over subordinate supervisors and other staff.

**EXAMPLES OF DUTIES:** *Duties may include but are not limited to the following:*

- Direct and manage division staff responsible for performing various animal care and control services; carry out supervisory and managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Plan, organize, assign, review, and control work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.
- Develop, communicate, recommend and monitor policies, procedures, and standards for the department.
- Supervise and monitor current system database; assist with implementation of system updates; prepare system reports for budgetary, technical and technical information.
- Oversee the management of the County's animal shelters, including supervising record keeping, monitoring and reviewing cash receipts, purchase transactions, supply inventory, payroll and billing for animal related services.
- Monitor and evaluate the level of service to the public by reviewing activity reports, complaints, fiscal records, vehicle and equipment maintenance and through observing staff performance in the field and in the animal shelters.
- Assist in the preparation and justification of the budget; compile statistics, assemble cost/revenue data; recommend staffing requirements, capital improvement or fixed asset purchases for the Animal Care and Control.
- Participate in negotiating and monitoring City, Federal and Indian reservation and rancheria contracts.
- Assist in planning goals, objectives, organizational structure, and overall direction of Animal Care and Control.
- Plan, implement and carry out disaster preparedness and response plans regarding the care and safety of animals.
- Coordinate the activities of Animal Care and Control with Public Health and other departments and outside agencies.
- Develop and direct employee training programs in public relations, laws and regulations and other areas.
- Analyze and evaluate overall program for effectiveness; recommend improvement when necessary.
- Represent Animal Care and Control at various business or public gatherings and advocates for animal services.
- Prepare public information releases; respond to public inquiries and complaints regarding Animal Care and Control activities; respond to sensitive or disaster situations that require immediate attention and decision-making.
- Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer	Fax	Copier	Vehicle
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## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Business Administration, Public Administration, Public Health, Animal Science or closely related field; and four years of increasingly responsible administrative or management experience, or experience in licensing, patrolling, kenneling or enforcement work in an animal care/protection or law enforcement agency; with at least one year experience performing full supervisory functions. Related experience may be substituted for up to two years of the education at a rate of two years of experience to one year of education.

### **Licenses and Certifications:**

Valid Driver's License

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Administrative principles and practices, including goal setting and implementation.
- Principles, practices, and techniques used in animal control, custody, and care.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Methods and techniques of research, statistical analysis and report presentation.
- Budgetary principles and practices.
- All computer applications and hardware related to performance of the essential functions of the job.

### **Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.

### **Mental and Physical Abilities:**

- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to solve practical problems and deal with a variety of situations where only limited standardization exists.
- Ability to interpret, apply and enforce laws, regulations, ordinances and policies related to animal control.
- Ability to work with and handle animals safely, in a humane manner in hazardous and non-hazardous situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- While performing the essential functions of this job, employee is occasionally required to lift and/or move up to 20 pounds.

### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The working conditions are typically moderately quiet; however can be loud at times.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.