

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** ANIMAL CONTROL SHELTER SUPERVISOR  
**DEPARTMENT:** ANIMAL CONTROL  
**REPORTS TO:** ANIMAL CONTROL DIRECTOR

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**CLASS CODE:** 2018  
**FLSA STATUS:** N  
**DATE:** 08/02

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Supervises and performs a variety of complex administrative and technical functions which include: coordinating the work processes for the unit or division; training employees; appraising employee performance; overseeing the care of animals housed; managing dog licensing program; and developing various reports by researching and gathering information, statistics, etc.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory 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.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Reviews daily shelter activities such as complaints, requests for service, inquiries, impounds, redemptions, adoptions, etc.

Oversees the department's computer network upgrade and changes and monitors data entry functions of staff.

Prepares complex, routine and non-routine reports for budgetary, public information and technical aspects of the work and as requested, utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.

Assists in the development of the budget.

Impounds, redeems and arranges for the placement of animals.

Oversees the care of animals housed in the facility.

Monitors various inventories and replenishes, as needed.

Maintains records of federally controlled drugs.

Formats and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter and proofs correspondence and related documents of staff.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Takes policy, service and information requests relating to governmental activities and refers to proper divisions for processing and providing information; updates and maintains service and information requests through complex record keeping; performs reference and statistical work on computers, maintains and files confidential and other specialized reports.

Enters and retrieves a variety of complex information from a computer terminal.

Performs fiscal operations unique to department.

Issues court citations and provides testimony in court, as required.

Generates repair and service orders and supervises repairs.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
Paging System  
Catch Pole

Typewriter  
Two-way Radio

General Office Equipment  
Truck

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or GED. An Associate's Degree in office or business management is preferred; and,

Two to three years of progressively responsible experience performing administrative and technical duties such as supervising the work of others, developing reports, and administering animal controls policies and processes; or,

Any combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

Codes and regulations pertaining to the control and treatment of animals.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

**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.

Analyzing and resolving office administrative situations and problems.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of facilities and general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to recognize the symptoms of rabies in animals.

Ability to prepare and process fiscal and administrative records and reports.

Ability to handle and work with animals safely, in a humane manner and in hazardous and non-hazardous situations.

Ability to safely operate light trucks in accordance with traffic laws.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, speak and hear, smell, and lift and/or move up to 100 pounds.

**Working Conditions:**

While performing the essential functions of this job the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and violent and/or diseased animals.

The incumbent's working conditions are typically loud.

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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.