



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Animal Control	BAND/LEVEL:	MGT I
DEPARTMENT:	Police	JOB NO:	5660
DIVISION:	Operations Bureau	DATE:	12/1/2017
REPORTS TO:	Police Captain	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	211
REPLACES:	Supervisor, Animal Control	LAST REVISED DATE:	7/17/2013

JOB SUMMARY STATEMENT: Serves as first line supervisor to animal control officers. Plans, assigns, supervises, coordinates, and participates in enforcement of City ordinances governing impounding, caring and sheltering of animals. Reviews data to formulate programs that deal more effectively with animal related problems. Exercises fiscal responsibility.

DUTIES AND RESPONSIBILITIES:

1. Supervises animal control personnel and directs the overall unit function. Reads and approves daily reports and notes problems and problem areas. Provides guidance as required to ensure department goals and objectives are attained. Reviews and evaluates the work of Animal Control Officers I and II. Prepares and distributes unit work schedule and assigns personnel for overtime assignments. Checks officer's requests for time off and makes shift adjustments as necessary. Corrects deficiencies in performance as they occur. Prepares and administers employee's performance evaluations. Monitors staff training needs. Researches and recommends training classes and topics.
2. Ensures safety techniques are followed by unit personnel. Coordinates work of unit with other units and departments.
3. Receives and monitors complaints from citizens regarding potential animal control problems and makes necessary citizen contact. Reviews complaints with officers. Makes recommendations regarding discipline of officers to superior.
4. Exercises fiscal responsibility. Reviews use of resources to ensure waste is kept to a minimum. Monitors overtime expenditures. Inspects equipment for damage or abuse. Audits expenditures. Recommends purchase and replacement of equipment.
5. Prepares and maintains a variety of operational and accounting records and reports. Compiles data and prepares daily, monthly, and annual reports detailing unit activities. Receives and verifies accuracy of animal impoundment bills. Maintains and updates special permit log, court calendar, personnel files, and other operational files.
6. Performs animal control duties as required including patrolling neighborhoods, responding to complaints, capturing animals, issuing notices to appear in court, and writing reports. Releases animals to owners or transports them to impound site. Loads and unloads animals to/from vehicle. Directs unit personnel enforcing City animal control ordinances.
7. Develops, recommends and implements programs for dealing with problem areas of animal control. Studies problems and trends and develops possible solutions to correct. Monitors programs progress. Reviews data and audits both new and ongoing program.
8. Interacts with public officials and citizen groups as required. Receives and responds to questions and comments from the general public and the media. Prepares staff studies and participates on task forces.

9. Develops and assigns unit personnel to conduct classes for citizens and organizations on prevention of animal bites and control of animals.
10. Performs duties of Chief Animal Control Officer as required by Municipal Ordinance 6.10 Dangerous Animals and delineated below.
11. Chief Animal Control Officer assigns Special Animal Permit application inspections. Reviews investigation results, assesses ordinance compliance considering the public welfare and safety and makes recommendations for denial or approval in writing. Assigns applications for Dangerous Animal Permits, reviews investigation results, assesses ordinance compliance considering public welfare and safety and makes recommendations for denial or approval in writing. Reviews complaints on existing permits and makes determinations for revocation and/or modification.
12. Chief Animal Control Officer reviews animal bite incidents for statutory and policy reporting compliance. Evaluates the need to declare animals dangerous and initiate their removal from the City. Directs subordinates' actions preserving the due process requirements specified in the City ordinance.
13. Chief Animal Control Officer Directs unit personnel in enforcing City ordinances, breed specific ban and dangerous animal restrictions. Causes reported violations to be completely investigated by unit personnel and reviews investigations. Acts within ordinance requirements to cause appropriate enforcement and/or removal of animals restricted, banned and/or declared dangerous.
14. Chief Animal Control Officer has oversight responsibility for case preparation, prosecutor liaison and must provide court testimony for appeals at administrative hearings for permit denials.
15. Chief Animal Control Officer has monitoring and oversight responsibilities of the City authorized veterinarian and shelter facilities. Must review and act on City authorized veterinarian monthly inspections and recommendations regarding shelter facilities. Must have the knowledge and ability to provide valid guidance to City authorized shelter management personnel on animal control matters relating to the contractual agreement and City ordinance compliance.
16. Chief Animal Control Officer must review temporary permit applications, conduct inspections and approve or deny the requests within the scope of the City ordinance.
17. The Chief Animal Control Officer authorizes, through his/her authorized deputy, the seizure, impoundment, tranquilization and/or killing of dangerous animals within the scope of the City ordinance.
18. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with which interaction is required to accomplish work and employer goals.
19. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school diploma or equivalent.
- Associate's degree in Animal Sciences or a closely related field of study preferred.
- Must possess an appropriate valid driver's license and maintain an insurable driving record.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
 - Must be at least 18 years of age.
 - Must have not been convicted of a felony or serious misdemeanor.
- Must possess or attain certifications at Levels I, II, III and IV through the National Animal Control Association or equivalent within one year from date of hire.

EXPERIENCE:

- Five years of combined animal handling and control, to include a minimum of two years in the enforcement of animal control laws and ordinances or similar general enforcement experience.
- One year of responsible supervisory experience in the animal services, law enforcement or comparable field.

SKILLS:

- Leadership skills.
- Analytical skills, ability to interpret data, analyze information, and write formal recommendations based on findings.
- Attention to detail.
- Basic knowledge of laws and ordinances pertaining to animal control.
- Basic mathematical and accounting skills.
- Time management skills.
- Facilitation skills.
- Public speaking/presentation skills.
- Human Relations/Interpersonal skills.
- Computer software skills, such as word-processing.
- Good oral and written communication skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to establish and maintain effective working relationship with public officials and citizens.
- Ability to prioritize multiple tasks.
- Ability to train and guide others.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to carry out assignments through oral and written instruction.
- Ability to work independently.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.
- Ability to work closely, interact positively and communicate effectively with peers on interactive task assignment and complete common tasks.
- Good listening skills.
- Patience.
- Ability to analyze safety situation.
- Ability to euthanize animals in various situations.

PHYSICAL REQUIREMENTS:

- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Hand and eye coordination adequate to input computer.
- Ability to operate City vehicle, snappy snares, shovel, dart gun, euthanasia kit, deer winch, camera, catch poles, snake tongs, traps and two-way radio.
- Ability to restrict the movement of animals.
- Ability to make and receive phone calls.
- Exposure to extreme temperatures.
- Ability to travel and tour properties within city limits in adverse environmental conditions.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct
 - Animal Control Officers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional to Frequent	even and uneven surfaces
Walking	Occasional to Frequent	even and uneven surfaces; elevation changes
Sitting	Frequent to Constant	driving animal control vehicle
Driving	Frequent to Constant	animal control vehicle (automatic transmission)
Bending	Occasional to Frequent	various postures required to complete requirements
Stooping	Occasional to Frequent	various postures required to complete requirements
Twisting	Occasional to Frequent	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional to Frequent	occurs during various occupational requirements
Ladders	Occasional	occurs during various occupational requirements

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
animal	200 lbs.	0- 45 inches	variable	occasional	two person lift
animal	115 lbs.	0- 45 inches	variable	occasional	one or two person lift
animal	60 lbs.	0- 45 inches	variable	occasional	one person lift
animal on guerney	200 lbs.	0- 40 inches	variable	occasional	two person lift / with guerney
catch pole	5 lbs.	0- 75 inches	variable	frequent	one or two hand lift
equipment belt	6 lbs.	floor to waist	variable	occasional	two hand lift
chemical capture kit	10 lbs.	0- 51 inches	variable	occasional	one or two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
animal	200 lbs.	variable	variable	occasional	two person carry
animal	115 lbs.	variable	variable	occasional	one or two person carry
animal	60 lbs.	variable	variable	occasional	one person carry
animal on guerney	200 lbs.	variable	variable	occasional	two person carry with guerney
catch pole	5 lbs.	variable	variable	occ. To freq.	one or two hand carry
equipment belt	6 lbs.	0- 10 feet	variable	occasional	two hand carry
chemical capture kit	10 lbs.	variable	variable	occ. To freq.	one or two hand carry

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
Deer Ramp	44 lbs.	occasional	horizontal force; two hand push (0- 40 inches)
Deer Ramp	30 lbs.	occasional	vertical force; two hand push (0- 40 inches)
Cath Pole	variable	occ. To frequent	variable depending on job demands

PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
Deer Ramp	40 lbs.	occasional	horizontal force; two hand pull (0- 40 inches)
Catch Pole	variable	variable	variable depending on job demands

OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

REACHING	DURATION	DESCRIPTION
Below Knee Height	occ. To freq.	variable depending on job demands
Below Waist Height	occ. To freq.	variable depending on job demands
Forward > 2 Feet	occ. To freq.	variable depending on job demands
Above Shoulder Height	occ. To freq.	variable depending on job demands
Lateral Reach	occ. To freq.	variable depending on job demands

FINE MOTOR	DURATION	DESCRIPTION
Gripping	occ. To freq.	variable depending on job demands
Pinching	occ. To freq.	variable depending on job demands
Wrist Flexion & Extension	occ. To freq.	variable depending on job demands (computer operation)
Wrist Lateral Deviations	occ. To freq.	variable depending on job demands (computer operation)
Pronation & Supination	occ. To freq.	variable depending on job demands (computer operation)