

**CITY OF FONTANA
SUPERVISING ANIMAL SERVICES OFFICER**

DEFINITION: Under general supervision of Police Department supervisory and management staff, supervises, assigns, reviews, and performs a variety of technical tasks within the Animal Service Unit. Exercises direct supervision over non-sworn technical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Recommend and assist in the development and implementation of goals and objectives for the Animal Services Unit; implement policies and procedures.
- Plan, prioritize, assign, supervise, and review the work of staff responsible for animal services within the Police Department.
- Participate in the selection of staff; provide supervision, performance evaluations, and training to Animal Services staff; work with employees to correct deficiencies; implement discipline procedures.
- Participate in budget preparation and administration within the Animal Services Unit; prepare cost estimates for budget recommendations; submit justifications for budget items; oversee, monitor, and control expenditures.
- Evaluate operations and activities of assigned areas; recommend improvements and modifications; prepare various reports on operations and activities.
- Answer questions and provide information to the public; confer with the media in matters related to Animal Services; investigate citizen complaints regarding services provided; recommend corrective action as necessary to resolve complaints.
- Act as a liaison with other agencies and the general public; attend a variety of meetings and make educational presentations as required.
- Provide technical assistance in the resolution of difficult field investigations; assist staff in the investigation and preparation of formal complaints for court action against violators of ordinances and laws; review and approve investigation reports and recommended actions; assign emergency cases for investigation; testify in court as required.
- Respond to emergency situations as necessary; operate firearms, humane traps, mobile radios, and related animal control tools, equipment, and devices as required.
- Coordinate and manage community clinics in conjunction with outside agencies; maintain detailed statistics, records, and accounting of such events.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted throughout the course of employment.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; the ability to push, pull, drag and/or lift up to 50 pounds and occasionally up to 100

pounds. This position works in extreme outside weather conditions such as high winds, temperatures, rain, and on slippery and uneven surfaces. The employee may be exposed to dangerous, injured or diseased animals. The employee may be exposed to wet or humid conditions, fumes or airborne articles, toxic or caustic chemicals, zoonotic and other communicable diseases.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Principles of supervision, training, and performance evaluation.
- Modern operations, services, and activities of an Animal Services program within a public agency.
- Modern and proper animal-handling methods, techniques, and equipment including methods for the capture of sick, injured, or vicious animals.
- Federal, State, and local policies, procedures, laws, ordinances, and regulations pertaining to the proper care and control of animals, especially those governing citizen ownership of animals within the City.
- Modern police practices and methods.
- Budgeting procedures and techniques.
- Modern office procedures, methods, and computer equipment.
- Principles and procedures of record keeping and dispatching procedures

Ability to:

- Effectively administer a variety of animal services program activities.
- Prepare and administer a budget.
- Supervise, organize, and review the work of technical staff involved in the Animal Services Unit.
- Prepare clear and concise reports.
- Conduct detailed investigations of citizen complaints.
- Effectively and courteously interact with the public.
- Exercise tact and diplomacy in potential conflict situations related to the enforcement of animal control standards.

Experience: Four (4) years of increasingly responsible experience in the care and handling of animals, which includes significant public contact. Minimum of eighteen months of lead supervisory experience. Public agency or non-profit program experience is highly desirable.

Education/Training: Equivalent to an Associate of Arts degree with major course work in Animal Science, Pre-Veterinary Medicine, Zoology, or a related field. Years of experience may be substituted for training on a year-for-year basis. Completion of Basic Animal Law Enforcement Training Academy as sponsored by the State Humane Association of California is required at time of hire. Completion of Advanced Animal Law Enforcement Training Academy is required within one year of hire.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License. Possession of a P.C. 832 in search and seizure and arrest practices.