



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Animal Control Field Supervisor
(14095)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Animal Control
(15)

Revision Date: January 2008

General Description: This is a public safety (working) supervisory position. The incumbent performs routine technical and administrative tasks to oversee the enforcement of County and State Animal Laws.

Organization: The Animal Control Field Supervisor reports to the Chief of Animal Control and supervises several Animal Control Officers.

Essential Functions:

- Performs all duties of the Animal Control Officer position, including patrol.
- Implements field operations policies and procedures.
- Trains and develops field staff.
- Conducts periodic review of Animal Control Officers' performance, vehicles, equipment, and assigned patrol areas.
- Provides guidance and technical assistance to staff in the field.
- Negotiates neighborhood disputes and other discordant situations.
- Identifies shift needs.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - May be exposed to hostile animals and animal diseases
- B. Environment
 - Office
 - Field – Primary
- C. Physical Effort
 - Must be able to control animals weighing up to 2,000 pounds
- D. Non-exempt

Knowledge, Skills and Abilities: Requires a comprehensive knowledge of ordinances, laws, and regulations governing the licensing, impounding, care, sale, and destruction of animals. Knowledge of animal nutritional requirements and diseases, preferred. Knowledge of the geography of Hanover County, desired. Should have the ability to plan, organize, assign, supervise, and review the work of others. Human relations and customer service skills are required. Must be able to communicate effectively, both orally and in writing.

Acceptable Education, Experience and Training: High school diploma or equivalent required with five (5) years of experience in animal control enforcement and at least one (1) year of supervisory experience. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Work beyond normal work schedule
- Shift Work, including weekends, holidays, and nights
- On-call requirements
- Pre-Employment Physical Examination/Drug Test/Alcohol Screening and repeated in accordance to policy thereafter
- Twelve-month probationary period
- Essential staff designation
- Must wear uniform
- Immunizations may be required