



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Animal Facility Supervisor
(14200)

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 operation of the pound facility within departmental procedures, policies and State guidelines.

Organization: The Animal Control Field Supervisor reports to the Chief of Animal Control and supervises Kennel Attendants, one Customer Service Agent, and may assist one Administrative Assistant.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Performs all duties of the Kennel Attendant position, including cleaning cages/rooms, transport and monitoring animals.
- Implements pound operations policies and procedures while coordinating and inspecting daily work activities.
- Trains and develops pound facility staff and volunteers.
- Stays aware of changes in all local, state, and Federal laws affecting the pound, animal welfare and ensures their compliance.
- Responds to inquiries from the public and staff.
- Develops and administers programs for educating the public on issues (i.e. vaccinations, responsible pet ownership).
- Develops and maintains relationships with Local/State veterinarians, other assisting agencies, and community groups.
- Manages, performs or assists in the euthanasia of animals including maintaining proper documentation and policy methodology.
- Performs daily inspections of pound facility populations and coordinates proper activities as a result.
- Implements departmental policies and procedures for animal placement.
- Coordinates proper follow-ups of animal adoptions by contacting new owners and verifying animal's conditions including required vaccinations, licensing, and sterilization for all dogs and cats.

Working Conditions:

- A. Hazards
 - Animals – May come in contact with vicious, diseased, and/or sick animals
- B. Environment
 - Kennel – 90% Routine exposure to high noise, animal odors, and wet conditions
 - Field – 10% Travel may be necessary to perform essential functions
- C. Physical Effort
 - Animals – Must be able to navigate animals weighing up to 125 pounds
 - Requires significant sitting, standing, walking, running, kneeling, crouching, stooping, twisting, climbing and lifting.
- D. Non-exempt

Knowledge, Skills and Abilities: Requires considerable amount of knowledge of Local, State and Federal laws related to animal shelter administration, which includes State animal shelter guidelines/standards; techniques of administering care and medicine to sick and injured animals; OSHA requirements. Should have the ability to plan, organize, assign, supervise, and review the work of others. Human relations and customer service skills, required. Must be able to communicate effectively both orally and in writing.

Education, Experience and Training: High school diploma or equivalent required (college degree in biology or similar credentials in higher education preferred) with at least (5) years of experience working in an animal pound, Veterinary Hospital, or similar animal facility and at least one (1) year of supervisory experience. Certification to humanely euthanize animals, required. Any equivalent combination of education, experience, and/or training is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Shift Work, including weekends, holidays and nights
- Work beyond normal work schedule
- Pre-employment Physical Examination/Drug Test/Alcohol screening and repeated regularly thereafter.
- Must wear uniform, including safety equipment
- Essential staff designation