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| JOB DESCRIPTION | | | |
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| Job Title: | Animal Control Supervisor | | |
| Department: | Police Department | Pay Range: | 22 |
| Supervisor: | Assistant Chief of Police | FLSA Status: | NE |
| Date: | October 2024 |  |  |

## SUMMARY: Supervises the Animal Control Staff and Shelter, responds to and investigates animal related incidents and complaints. Impounds animals and issues citations or warnings as appropriate. Explains and enforces all State and City animal control laws, codes, ordinances, and regulations.

**EXAMPLES OF ESSENTIAL DUTIES:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

* Plans, prioritizes, assigns, supervises, and reviews the work of Animal Control staff.
* Participates in the selection of animal control staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
* Manages the operation and maintenance of the Animal Shelter and Grounds; supervises the care and treatment of resident animals; maintains appropriate records and reports on animals; manages and maintains current and correct Material Safety Data Sheets (MSDS); manages and maintains Drug Enforcement and Administration (DEA) license.
* Works with and coordinates volunteers, rescue partners, and corporate sponsors.
* Assists with sponsoring and overseeing schools and adoption events.
* Prepares various reports on operations and activities.
* Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing animal control services; implements policies and procedures.
* Participates in the preparation of the animal control budget; submits budget and budget recommendations; monitors expenditures.
* Receives monies; balances cash and receipts monthly; prepares purchase requisitions and check requests on expenditures as needed.
* Coordinates with the City Attorney, District Attorney, and courts as needed; appears in court on applicable cases.
* Conducts active licensing program for dogs and cats; issues pet licenses to owners.
* Rabies authority for the City of Katy.
* Manages the department’s page on the City website.
* Manages volunteers utilizing social media.
* Maintains security camera system.
* Performs the full duties of an Animal Control Officer.
* This position is considered Critical Personnel during a natural or manmade disaster and/or a catastrophic event. This position may be required to provide services or perform duties for the benefit of the public and the continuity of City operations. These may include services or duties different from those performed in the usual course and scope of this position.
* For purposes of business continuity, employees in this position are considered Essential Critical Infrastructure Workers, as defined by the Cybersecurity & Infrastructure Security Agency (CISA).
* Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

### Education, Training and Experience Guidelines:

High school diploma or equivalent; AND five (5) years of progressively responsible experience in a municipal animal shelter including three (3) years of supervisory responsibility in a public sector or not-for profit environment, OR an equivalent combination of education, training, and experience.

##### Knowledge of:

* Operations, services, and activities of a comprehensive animal control and shelter program.
* Principles of supervision, training, and performance evaluation.
* Procedures, methods and techniques of handling a variety of domestic and wild animals including capture, muzzling, restraint, and tranquilizing techniques.
* Department policies and procedures.
* City and State animal control laws, codes, regulations, and ordinances.
* Common animal breeds, diseases, behaviors, and care methods.
* Safety policies, procedures, and practices.
* City geography.
* Animal restraint and apprehension techniques and equipment.

**Skill in:**

* Providing effective supervision, leadership, and training to assigned staff.
* Interpreting and applying animal control ordinances, codes, laws, and policies.
* Proving basic care to various types of animals.
* Establishing and maintaining effective working relationships.
* Utilizing animal control and apprehension equipment including tranquilizers, traps, and restraints.
* Communicating clearly, both orally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

* Animal Control Basic Officer Certification at the basic level or higher.
* Euthanasia certification.
* Valid State driver’s license.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

### Majority of work is performed outdoors, with some work to be performed at the City Animal Shelter. May be subject to dangerous animals, animal bites, and/or scratches; proper safety procedures must be followed including the use of personal protective equipment.

The City of Katy is committed to compliance with the Americans with Disabilities and Amendments Act and is an Equal Opportunity Employer.

Employee Name (Printed)

Employee Signature Date