

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

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JOB TITLE: Animal Control Officer Coordinator

DEPARTMENT: Animal Control Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Responsible for collaborating with the Kennel Coordinator on animal control officer personnel assignments, schedules, guidance, and training. Supervises field assignments and emergency on-call schedules. Provides field training and supervision. Responsible for enforcement of the Sumter County Animal Control Ordinances and State laws relating to animals. Protects the safety and welfare of the general public and animal rights. Works closely with the Kennel Coordinator concerning the surrender, care, and adoption or reclaiming of impounded animals.

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ESSENTIAL JOB FUNCTIONS:

1. Supervises the field activities of the Animal Control Officers, which includes coordinating workloads and assignments, instructing, reviewing field work, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, conducting staff meetings; completing performance appraisals, and related documentation in collaboration with the Kennel Coordinator. Serves as an Animal Control Officer in the field as needed.
2. Recommends ordinance, program, and policy revisions as needed to ensure compliance with applicable policies and procedures.
3. Responsible for the enforcement of County ordinances and State statutes relating to animal control; receives, evaluates, and responds to complaints; negotiates solutions, remedies and corrective actions. Prepares Officers for court appearances, assists in preparing court cases, and attends court hearings as required.
4. Assists Kennel Coordinator with animal care particularly with potentially dangerous quarantined animals. Shares responsibility for euthanizing and disposal of diseased, unwanted, unhealthy, problem and vicious animals in compliance with approved county ordinances, policies and procedures.
5. Assists in the planning and coordinating of disaster plans for the department; coordinates with Emergency Management during events; maintains standard operating policy of ESF 17; assists with the coordination efforts in general field and shelter operations with law enforcement, health department, city and county agencies, volunteer groups, Humane Society, D.A.R.T and veterinarians.
6. Prepares various reports and records as they pertain to the Animal Control Officers and field responsibilities. Ensures the accurate and timely documentation of case notes into computer software system by all Animal Control Officers.
7. Maintains and orders equipment, supplies and materials used by Officers and maintains inventory and property records.
8. Gives presentations, interacts and communicates with various individuals and groups including other county departments, law enforcement, judges, court personnel, volunteer groups, civic groups, community organizations, city officials, consultants, sales representatives, contractors, State and Federal agencies, etc.

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9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned. Performs related duties as required to control emergencies related to animal control ordinances and statutes; schedules regular 24-hour/day, 7-day/week, 365-day/year on-call rotation, and participates as an officer in the rotation.
10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and County animal control ordinances, regulations, animal care procedures and policies of the Community Services Division, and Board Of County Commissioners (BOCC).
- Knowledge of chemical capture, trapping, ensnaring, handling, transporting, and caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior and diseases in domestic and wild animals.
- Knowledge of modern office methods, equipment and procedures including data processing.
- Ability to maintain accurate records and prepare written technical reports.
- Ability to deal with the public and enforce laws impartially, firmly and tactfully.
- Ability to maintain sanitary conditions of kennels, vehicles and equipment.
- Ability to interpret a variety of instructions in written or oral form and to communicate effectively both orally and in writing.
- Ability to meet and deal with people of a diverse cultural background, and work with multiple agencies to negotiate jointly beneficial agreements.
- Ability to read, analyze, and interpret financial reports and legal documents, and to interpret or use a variety of instructions, legal or public rights terminology and language.
- Ability to effectively present information to public groups and to make effective and persuasive speeches, and presentations on controversial or complex topics.
- Ability to offer accurate testimony in court proceedings, civil actions and before hearing officers.
- Ability to deal with people and animals under stress.
- Ability to respond on scene to after hours and weekend calls within ~~sixty (60)~~ minutes.

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EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year experience in an animal shelter/kennel management or similar environment with domestic animals.
- Two (2) years supervisory experience required.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Certified Animal Control Officer.
- Must possess and maintain certification as Euthanasia Technician.
- Must possess and maintain certification for Chemical Capture, Bite Stick and Pepper Spray.
- Must complete the Sumter County Sheriff's Office inmate training within sixty (60) days of employment.
- Must have the ability to obtain a State of Florida Pharmaceutical License.

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ESSENTIAL PHYSICAL SKILLS:

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- Acceptable vision (with or without correction);
- Acceptable hearing (with or without correction);
- Heavy lifting and carrying (over 50 pounds);
- Reaching
- Pulling
- Climbing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

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ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust;
- Works on uneven, slippery surfaces and heights;
- Works with animals, including flea and tick infested areas, dead and diseased animals;
- Works with moving objects and vehicles;
- Works in stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 04/13/10

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