

**MAJOR FUNCTION**

This is specialized shelter work involving administrative, educational, training and supervisory duties in the Tallahassee-Leon Community Animal Service Center. An employee assigned to a position in this class will supervise the employees and work associated with animal care within the center. Work is performed independently under the general supervision of the Veterinarian. Performance is evaluated based on oral and written reports and observation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises cleaning and maintenance of the kennel and related areas. Ensures animal care and welfare in the best environment available. Analyzes, plans, develops, implements and controls programs, policies, procedures, methods and concepts designed to improve written activity reports of animal population and statistical comparisons. Monitors behavior and medical assessment and humane disposition of animals when required. Collaborates to facilitate the Center's foster and adoption programs. Ensures and maintains adequate inventory of supplies and equipment required by kennel maintenance, animal care and adoption operations, in accordance with funds budgeted. Elaborates staff schedules to ensure adequate service. Facilitates and oversees the training of kennel staff. Recommends the hiring, transfer, advancement, discipline, grievance resolution and discharge of staff. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

May maintain vehicle, kennel and equipment maintenance ledgers to monitor repairs and cost of repairs. May perform as Animal Service Specialist, as need dictates. Performs related duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of animal care work. Considerable knowledge of shelter organization, animal care and welfare. Considerable knowledge of the procedures regarding animal behavior and foster and adoption activities. Knowledge of modern supervisory techniques. Knowledge of animal care and maintenance techniques, medications involved in sedation and euthanasia and disposition of animals. Ability to supervise the work of others in a manner conducive to high moral. Ability to maintain accurate data and generate reports as needed. Possess significant skills in problem solving using creativity and efficiency. Ability to recommend, develop, implement and enforce policy, procedure and protocol. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of an associates degree, and three years of staff, administrative, professional, or technical care-giving experience or medical care experience, at least one year of which must have involved animal care or responsibility for humane maintenance or medical treatment of animals in a facility frequented by the public, or an equivalent combination of training and experience. One year of supervisory experience is required and may be part of any of the aforementioned experience.

**Necessary Special Requirements**

Must possess a valid class "E" State driver's license at the time of employment.

Must possess Euthanasia, and Chemical Immobilization certifications or obtain same within one year of employment, as a condition of continued employment.

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