

ANIMAL CONTROL DIRECTOR

CODES/PAY GRADE

Class Code: 3055

EEO Code: B

Pay Grade: D

MAJOR FUNCTION

This is responsible supervisory work in planning, implementing, operating and evaluation of the County's Animal Control Program in accordance with Animal Control Regulations as adopted by the County and as outlined in the Florida state statutes.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Implements and maintains the County's Animal Control Program in accordance with the adopted Animal Control Regulations.

Coordinates activities of Volusia County Animal Control Board. Prepares agenda items for County Council discussion.

Maintains records of animals receiving rabies shots by local veterinarians.

Prepares and implements annual service agreements with humane societies and local municipalities.

Supervises and directs the activities of Animal Control Officers, Field Supervisor and clerical staff. Manages sterilization rebate programs when funds are available. Serves as a liaison to external agencies (e.g. state attorney's office, veterinarians, humane societies, Clerk's Office.)

Performs all the duties of Animal Control Officer as needed.

Processes paperwork and purchase orders. Maintains necessary record keeping and budget for animal control services.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the County Animal Control Ordinance and other pertinent regulations. Knowledge of animal diseases and its relation to humans. Some understanding of the habits of animals.

(Animal Control Director continued)

Ability to supervise others effectively. Ability to understand the procedures to custodial care of animals. Ability to understand the road network of the County. Ability to enforce the Animal Control Ordinance with firmness and impartiality. Ability to explain regulations to the public with tact and courtesy. Ability to plan and assign work of employees. Ability to present programs and recommendations clearly and concisely, both orally and in written form. Ability to demonstrate compassion for animals.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Social Science, Criminal Justice or related field, and five (5) years experience in the apprehension and custody of animals with at least three (3) years in a supervisory capacity.

Possession of a valid Florida Driver's License.

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

ADA REQUIREMENTS

Physical Demands: Heavy work. Ability to see, hear, talk, carry, lift, climb, reach, grasp, crouch, reach, pull, walk, run, handle, stand. Ability to traverse uneven, wooded, wet terrain. Exposure to dangerous animals; animal waste.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including rain, heat, cold, humidity. Exposure to odors, noise.

Mental Demands: Ability to read and comprehend state and local ordinances, statutes, code; technical manuals; safety rules, procedures, instructions, memos, letters. Ability to perform shop math. Ability to speak clearly and concisely; publicly; conversant in the theories, policies, procedures of discipline. Ability to write complex documents relaying details, instructions; summaries, reports.