

ANIMAL SERVICES ADMINISTRATOR

DEFINITION

Under general direction of the Operations Support Manager, the Animal Services Administrator plans, coordinates and directs the enforcement in the City of all state and local laws, not specifically delegated to other agencies, governing the care, control and disposal of animals; operates and maintains the City animal shelter, and directs the Animal Shelter staff.

DISTINGUISHING CHARACTERISTICS

This is a section head management position in the Support Services Division reporting to Operations Support Manager. The incumbent is responsible for the operation and maintenance of the City animal shelter.

SUPERVISION RECEIVED

Animal Services is a bureau of the Police Department and general direction is provided by the Operations Support Manager.

SUPERVISION EXERCISED

Exercises direct supervision of field enforcement officers, kennel staff and clerical personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Manages the operation of the animal shelter.

Assists in the development and implementation of goals, objectives, policies and priorities.

Assists in budget preparation and administration for Animal Services Bureau.

Ensures the enforcement of ordinances providing for the regulation, care, registration and disposal of animals.

Develops public education programs concerning the responsibilities of animal ownership and proper care and control of animals.

Directs the investigation of complaints regarding animals such as inhumane treatment of animals and dog bite incidents.

Ensures the proper quarantining of animals.

Ensures the proper licensing of dogs, collection of fees and maintenance of appropriate records.

Assures the removal and disposal of dead animals from public or private property.

ESSENTIAL DUTIES (continued)

Oversees the impounding and emergency veterinary care of injured, sick or abandoned animals found on public or private property.

Oversees contract veterinary care and inspection of animals in the shelter.

Selects, trains and evaluates assigned staff.

Manages the activities of the Hayward Animal Shelter Volunteers Program (a citizen volunteer program).

Performs other related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and methods of organization, budget, and personnel management.

Laws and regulations governing licensing, impounding, care and disposal of animals.

Symptoms and preventive measures of common animal diseases.

Ability to:

Exercise judgment in administering policies and regulations.

Meet and deal effectively and courteously with the public.

Communicate clearly and concisely, orally and in writing.

Keep records and prepare reports.

Select, supervise, train and evaluate assigned staff.

Identify various breeds of dogs and other animals.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of experience in the management of an animal kennel, animal hospital or related animal facility or appropriate experience in animal services, including at least one (1) year of supervisory responsibility.

EXPERIENCE AND EDUCATION (continued)

Education: Equivalent to completion of the twelfth grade or possession of GED, supplemented by additional college level courses in business, public administration or general management are desirable.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

The Animal Services Administrator must obtain a certificate from the California Commission on Peace Officer Standards and Training covering laws of arrest and safety in firearms as described in Chapter 4.5, Section 832 of the Penal Code within one (1) year of hire.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: walk and stand for extended periods; bend and stoop to safely lift, carry, and maneuver heavy animals weighing up to 50 pounds; run in emergency situations; work in inclement weather and in a noisy and odorous environment consisting of various small or large animals, reptiles, cleaning chemicals, or vicious, diseased animals; drive to answer calls for service and transport animals; perform repetitive hand movements and fine coordination to prepare reports and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time while driving; reach, twist, turn, kneel, bend, squat, crawl and stoop in the performance of retrieving stray animals; converse by radio transmission, telephone, in person and to small groups and be clearly understood; hear tones and signals; read and comprehend legal, technical and complex documents; and interact with the public and all different levels of City staff in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year

714CS91

May 1975

Revised February 2012

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt