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County Judge/Executive
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OFFICE OF THE COUNTY JUDGE/EXECUTIVE

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JOE SHRIVER
County Administrator
859.392.1415

MEMORANDUM

PLEASE POST IMMEDIATELY INTERNAL/EXTERNAL POSTING

DT: 9/8/17

TO: All Department Managers

FR: Joe Shriver 
County Administrator

RE: Vacancy in the Animal Shelter

There is an opening for a full-time Animal Control Supervisor in the County Animal Shelter. The essential functions of the position are attached. Starting hourly compensation is \$18.18. ***Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 P.M. on Monday, September 25, 2017.***

**Kenton County
Animal Shelter**

**Compensation: Hourly
Exemption Status: Non-exempt
Exemption Type: N/A**

ANIMAL CONTROL SUPERVISOR

GENERAL NATURE OF WORK

This is a skilled and semi-skilled work involving the execution of animal control functions in a supervisory capacity. An employee in this class is responsible for enforcement of Kenton County Animal Control ordinances and laws as well as the patrol and apprehension of stray and at-large animals. This employee will act as the immediate supervisor to Animal Control Officers and will report to the Animal Shelter Director. Duties are performed under standard supervision.

EXAMPLE OF DUTIES

Supervise and schedule the work of Animal Control Officers.

Evaluate and train ACO staff.

Monitor, prioritize and assess work performance. Resolve issues within officers beat and assist when needed.

Maintain records of animals impounded as to type, breed, sex, date of disposition, and location of capture.

Feeds and cares for impounded animals.

Euthanizes animals as required.

Responds to after-hours emergencies in the shelter and out in the field.

Receives and follows up on incoming calls and complaints; follows up on verbal and written warnings, investigates complaints of animal nuisance and vicious or abused animals and determines course of action. Including serving as a witness and assists in the prosecution of alleged violators of Animal Control laws and ordinances.

Uses catch pole, butterfly nets, crates and other devices as necessary to capture animals. Maintains equipment and vehicles in a clean and orderly fashion.

Assists in answering inquiries, phone calls, processing incoming animals, and solving problems as necessary.

Performs related duties as required.

Testifies in court as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Ability to get along with others in the work place and to respect their rights as Individuals.

Ability to balance assertiveness and diplomacy as well as strong interpersonal and organizational skills.

Knowledge and use of good customer service practices.

Demonstrate effective management experience: planning, assigning, scheduling and supervising the work activities of subordinate staff, including conducting performance appraisals and coaching/mentoring subordinates.

Knowledge of safe work practices and ability to apply them in work day practices.

Ability to work effectively on a daily basis with limited supervision.

Ability to communicate effectively both verbally and in writing with management, staff, citizens, elected officials, businesses and other jurisdictions.

Ability to manage time, priorities and resources to accomplish multiple tasks and projects simultaneously.

DESIRABLE TRAINING AND EXPERIENCE

Graduate of a 2 or 4 year college or the equivalency, preferred candidates will be certified by National Animal Care and Control Association (NACA) or have at least (2) two years of Animal Control supervisory experience; or any combination of training and experience which provides the desired knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENTS

Valid motor vehicle operator's license

Ability to obtain a euthanasia certification through the state of Kentucky

This position may include exposure to animal dander and zoonotic diseases

Complete all NACA models successfully

Must work rotating on-call schedule and assist with after-hour emergencies in the shelter and out in the field

Required to work some overtime and holidays as needed

PHYSICAL REQUIREMENTS

Must be able to lift 80 lbs. or more to a height of 4 ft. or more.

Must be able to work extended periods of time using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.

Must be able to work in confined spaces.

Must be able to stand and/or walk for extended periods of time.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

The physical demands described here are representative of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Animal Control Officer



The above job description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date