



COUNTY of CUMBERLAND

JOB VACANCY ANNOUNCEMENT

**PREVIOUS
APPLICANTS NEED
NOT REAPPLY**

REPOSTED: JANUARY 5, 2012

<u>POSITION TITLE</u>	<u>TYPE APPOINTMENT</u>	<u>SALARY</u>	<u>GRADE</u>
ANIMAL CONTROL SUPERVISOR	<u>POSITION NUMBER</u>	<u>CLOSING DATE</u>	
<u>DEPARTMENT/LOCATION</u>	ANC0002	OPEN RECRUITMENT	
ANIMAL CONTROL			

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from high school with five (5) years direct work experience in an animal control, veterinary-related or law enforcement work environment with two (2) performed in a supervisory capacity. No substitution for direct work experience.

HOW TO APPLY:

We now only accept on-line applications. You may complete the application from our website at www.co.cumberland.nc.us/jobs. Resumes will not be accepted in lieu of a completed county application. Our mailing address is P.O. Box 1829, Fayetteville, NC 28301; fax number is: 910-323-6135; our office is located at the Cumberland County Courthouse, 117 Dick Street, Room 25. Computers are available in our office, for those who need access to apply. Applications must be received by 5:00 PM of the closing date of the position.

CONDITIONS OF EMPLOYMENT:

Must reside in Cumberland County in order to take home a County Vehicle. Selected applicant must have or obtain, and maintain a valid North Carolina driver's license with an acceptable driving record; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer. Must have or obtain subject to the availability of funding, NACA Levels I, II and III Certification; or an equivalent. Must have or obtain Tranquilizer Certification, Shotgun Certification & Euthanasia Technician Certification.

GENERAL POSITION DESCRIPTION AND DUTIES:

This is supervisory work in responding to voluminous public calls in the enforcement of state and local regulations related to animal cruelty, control, care and disease prevention. Position is assigned to the Animal Control Department, and serves as the Field Enforcement Unit Supervisor. Position must perform technical, administrative, and supervisory duties in ensuring that all work zones have adequate manpower to respond to citizen needs; assigns work zones, prepares schedules, respond to citizen complaints, and inspects vehicles, equipment and weapons for safety, serviceability and cleanliness. Position must schedule all maintenance and repairs and maintains all required forms, reports and logs to ensure compliance with state, local animal control laws and ordinances. Position must ensure that staff are trained, and evaluates for work performance and adherences to departmental rules and regulations. Position must interface section requirements with departmental management, and support budget and manpower needs. Position serves on the department management team, and speaks for management on behalf of the field services unit. Position is expected to resolve complaints both internal and external and ensure work performed is in compliance with county mission and values. Position perform quality control and assurance work in the review of all unit reports and documents and that they comply with state and local regulations Position must partner with local law enforcements agencies, department staff, and other county departments as the need arises. Position must be available during emergency or crisis situations.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Considerable knowledge of state and local animal control regulations related to animal cruelty, control, care and disease prevention. Ability to supervise the work of subordinates. Ability to maintain effective working relationships both internal and external to the department. Ability to use automated office systems in the performance of duties. Demonstrated interpersonal customer service skills to address controversial situations or negotiation of sensitive issues. Has working knowledge of principles and practices of pursuing and apprehending animals and ensuring disease control throughout the County due to rabid animals. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has working knowledge of animal control terminology used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

**THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO
ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**
CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – www.co.cumberland.nc.us
AN EQUAL OPPORTUNITY EMPLOYER.