

ANIMAL CONTROL DIRECTOR

DEFINITION OF WORK

Employee performs administrative, supervisory, and specialized professional work in the enforcement of ordinances and laws related to the control of animals in the County and public education work encouraging adoption of animals. An employee in this class is responsible for directing the activities of the animal control program and supervision and training of field officers and shelter and administrative support personnel. Work includes receiving and responding to citizen requests for service which includes capturing, confining, and/or exterminating stray, diseased, bothersome, and unlicensed animals; investigating claims of animal neglect or cruelty; sheltering and when necessary disposing of animals while encouraging adoption or fostering; and planning for emergency sheltering from other counties. Tact and courtesy are required in explaining animal control laws to animal owners and the general public. Work is performed in accordance with County and State laws governing animal control and requires independent judgment and initiative in application of the laws. Work is performed under the general supervision of the County Manager and is evaluated in terms of the effectiveness of the program.

EXAMPLES OF WORK

Employee directs the County's entire animal control program to ensure the safety of citizens from stray, unvaccinated, unwanted, dangerous, nuisance, and/or rabid animals including wildlife and domestic animals; works with the County Commissioners and the County Manager on long-range planning, recommending and monitoring annual budgets, coordinating major program initiatives affecting public perception, and participating in human resource issues; directs animal control officers in humane animal collection, care and disposal methods; directs the activities within the shelter; oversees activities with large and small animals, both domestic and wild; makes recommendations the hiring, and discipline processes; investigates cases of reported animal bites and cruelty to animals; issues warnings of possible ordinance violations to owners of unvaccinated or troublesome animals; testifies in court about possible ordinance violations; communicates with other County staff and State agencies in matters relating to rabies control and other animal problems; acts as liaison with the municipalities of the County in helping to deal with their animal control problems in accordance with agreements that may be reached between the municipalities and the County; trains in incident command system and plans for County involvement in emergency sheltering of animals from other counties when needed. Explains County and State laws and ordinances to the general public; responds to complaints about services; participates in public educational programs; prepares and maintains accurate records and reports; prepares recommendations for annual budgets; patrols County; answers calls; transports injured animals or animals in violation of County ordinances to the County animal shelter; participates in on-call rotation; employee performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a degree in animal science and four years of progressive experience in the handling and caring of animals; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of State laws and local ordinances relating to rabies, animal control, animal cruelty, and confinement of animals; considerable knowledge of public policy and budget management; considerable knowledge of methods of safely capturing and caring for animals; considerable knowledge of breeds of animals to aid in identification of lost pets and to know aggressiveness of various breeds; ability to deal constructively and tactfully with the public and to maintain composure in stressful situations; ability to deal effectively with an elected board; ability to maintain and review accurate reports, to develop legal citations and warnings, and to testify in court when necessary; ability to deal tactfully and be courteous to all County citizens; ability to supervise and train others; ability to operate a motor vehicle.

SPECIAL REQUIREMENTS

Training and certification as required by the County such as training and certification for euthanizing animals in a humane and legal way; training and certification concerning animal cruelty cases, to allow testimony in court; and training in Incident Command System. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested 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.

ADA REQUIREMENTS

Employees are subject to hazards in public safety work including working in inside and outside environments, extreme temperatures, and the risks involved in handling rabid or vicious animals as well as, and exposure to various hazards such as various atmospheric conditions, noise, vibration, and physical conditions. Employees may also be exposed to bloodborne pathogens, are subject to the OSHA rules and regulations, considered in a safety sensitive position, and may be required to work in close quarters. Work may subject employee to compliance with final OSHA Standards on bloodborne pathogens.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate a vehicle and distinguish details and differences when observing breeds and colors of animals, and to operate a computer terminal and prepare records using data and figures.