

ANIMAL CONTROL MANAGER

NATURE OF WORK

This is responsible supervisory work coordinating the activities of a municipal animal control enforcement and licensing program for the City/County Health Department.

Work involves responsibility for the supervision and coordination of a municipal animal control enforcement and licensing program. Work includes developing measurable outcome indicators, data collection, analysis and reporting, and writing and implementing animal control policies. An employee in this class works with considerable independence of action with work decisions made in accordance with departmental policies and procedures. Supervision is received from the Health Director with work being reviewed in the form of weekly reports, conferences, reports submitted and results achieved. Supervision is exercised over subordinate field and clerical staff members.

EXAMPLES OF WORK PERFORMED

Supervises and coordinates all activities of a municipal animal control enforcement and licensing program including assigning work to subordinate staff, interviewing applicants for employment and evaluating employee performance.

Confers with governmental, community and private organizations to interpret and promote animal control program activities and Lincoln Municipal Code enforcement.

Prepares agendas, reports and recommendations to the Health Director, the Animal Control Advisory Committee and the Lincoln-Lancaster County Board of Health.

Prepare the Animal Control Division budget including revenue forecasts and statistical data budget justifications. Monitor and report budget expenditures and revenues throughout the fiscal year.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects and prepares reports and recommendations based on findings to the Health Director, Board of Health, Mayor and City Council.

Review all bite, attack, neglect, cruelty and irresponsible owner cases. Make potentially dangerous and dangerous dog declarations as defined in the Lincoln Municipal Code.

Writes the performance management plan for Animal Control including outcome measures and measurable indicators.

Writes an animal disaster preparedness plan and leads field exercises to test the plan.

Develops improvements in administrative planning and organization, work flow, cost controls and sources of revenue.

Resolves routine problems in accordance with established departmental policies and procedures. Initiates and conducts disciplinary action when necessary.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of municipal animal control ordinances and Nebraska State Statutes as they pertain to public health as well as the legal procedures related to the enforcement of such ordinances and laws.

Knowledge of rabies control and communicable disease guidelines as defined by the Centers for Disease Control and Prevention.

Knowledge of community service agencies including other animal shelter services.

Knowledge of animal and zoonotic diseases as they apply to wildlife and domestic animals.

Ability to plan, assign, direct, coordinate and evaluate the work of subordinate staff engaged in the delivery of a municipal animal control enforcement and licensing program.

Ability to make professional and administrative decisions within the framework of departmental and city policy.

Ability to interpret and enforce ordinances and issue corrective orders with courtesy, tact and impartiality.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public health, physical or biological sciences, business or public administration, or related field plus two years of supervisory experience in the enforcement of animal control ordinances and/or two years of experience in a functional or supervisory capacity coordinating the activities of multiple public health services; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties as deemed necessary by the appointing authority.

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