

**MAJOR FUNCTION**

This is responsible professional work directing the activities of the Animal Services Division in the Parks, Recreation and Neighborhood Affairs Department. Work involves, but is not limited to, planning, organizing, and coordinating the Animal Control Program, Animal Shelter Program, and Humane Education Program. Other activities include developing legal documentation, oversight of the legal process, and court appearance and testimony involving citizens charged with violations of the City's animal control codes, ensuring certification of personnel and overseeing other contractual services. Work is performed under the administrative direction of the Director-Parks, Recreation and Neighborhood Affairs. The incumbent is expected to exercise considerable independent judgment. Work is reviewed through conferences, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises, plans, assigns, schedules and directs the activities and employees of the Animal Service Center and the Animal Control Field Enforcement Program. Prepares, submits, and justifies the Animal Services Division's annual budget. Develops long-range plans designed to meet the center's future needs. Ensures compliance with legal mandates regarding Schedule 11 controlled substances. Interacts with City administrators, and other organizations, such as, Leon County Animal Control and Health Department, Leon County Humane Society, and the Big Bend Veterinary Medical Association. Administers the contract with Leon County, including the billing and collection of fees for services. Monitors and evaluates program performance and effectiveness of the center and field operations. Develops and promotes policies, procedures, techniques and methods to improve overall efficiency of service delivery. Administers the development and implementation of effective educational public outreach and information dissemination, explaining center policies and procedures via television, radio, and newspaper. Recommends hiring, transfer, grievance resolution, promotion or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Represents the Director, chairs the committee in the absence of the Chair and Vice-Chair and staffs the Animal Services Oversight board in developing program policies. Insures that policies and procedures are consistent with and implemented according to state law, local ordinances and City Policies. Serves as the City's spokesperson for the City's animal services program, representing the City in court, and in program negotiations and various communications. Conducts in-house training of employees concerning rabies control, zoonosis, animal handling and restraint, etc. Performs related work as required.

**Other Important Duties**

Oversees center maintenance and security. Analyzes and recommends improvements for the efficient use of center space and facilities. Prepares reports. Provides staff training. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of general administration practices and management techniques. Thorough knowledge of pertinent rules and regulations governing an animal center operation. Thorough knowledge of the procedures regarding animal apprehension and care. Considerable knowledge of the geography and road networks within the City. Considerable knowledge of modern supervisory techniques. Thorough knowledge of court procedures, enforcement practices, the City of Tallahassee and Leon County animal control ordinance and other applicable laws. Ability to supervise and direct the work of subordinate employees, and administer the daily operations of an animal shelter operation. Ability to prepare budgets and compile statistical data. Ability to communicate effectively, clearly and concisely, orally and in writing and with the media. Ability to establish and maintain

effective working relationships as necessitated by assignments and administration of the duties. Ability to resolve problems and make decisions. Ability to present technical information to lay groups and the general public. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in animal sciences, public or business administration, criminal justice, social science, medicine or medical technology, or a related field and four years of experience, three years of which must have been at a professional level and one year directing or managing programs providing direct social, medical, or governmental service delivery to the general public, one year of which must include professional experience in criminal justice, local, state or federal regulatory compliance, animal medicine, health service delivery, or in the medical industry; or an equivalent combination of training and experience. Two years of supervisory experience is required and may be in the noted areas or any other area.

Established: 11-05-96  
Revised: 11-07-96  
11-26-97  
10-02-03\*  
03-16-05  
04-30-08  
04-27-09\*