

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ANIMAL CONTROL ASSISTANT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory and administrative work associated with providing effective and efficient animal control. Duties and responsibilities include supervising department employees, assisting in directing department operations and activities, enforcing animal control ordinances and regulations, establishing animal shelter policies and procedures, assisting with budget administration, issuing rabies tags to veterinarians, overseeing calls/complaints involving animals, overseeing capturing and handling of animals, preparing documentation, maintaining records, and providing information and assistance. Reports to the Animal Control Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; develops work schedules to ensure 24-hour response to calls; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Performs the duties of Animal Control Director in their absence.

Ensures departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, county citizens, and other individuals; initiates any actions necessary to correct deviations or violations.

Enforces the provisions of all applicable animal control ordinances, codes, laws, and regulations; initiates any actions necessary to correct deviations or violations; issues warning notices or citations as appropriate.

Coordinates department activities with those of other departments, outside agencies, or others as needed.

Assists in planning, organizing, and directing activities of the department to ensure provision of effective/efficient animal control, enforcement of applicable laws, protection of citizens, and professional/courteous response to questions, complaints, or requests from the public.

Establishes animal shelter resources, policies, procedures, and standards, in conjunction with Director of Animal Control, Rabies Control Board, Public Safety Committee, County Executive, and other county agencies.

Assists in developing and implementing office/departmental policies, procedures, and standards, with emphasis on safety issues.

Assists with preparation and implementation of departmental budget; monitors expenditures to ensure compliance with approved budget.

Rutherford County, Tennessee • Animal Control Assistant Director

Coordinates allocation/issuance of rabies tags to county veterinarians; coordinates collection of revenues; maintains records.

Participates in response to incoming/dispatched calls concerning various animal issues, such as animal bites, potential animal cruelty/abuse, animals in distress, stray/nuisance animals, barking dogs, wild/dangerous animals, sick/injured animals, loose livestock, animal behavior problems, or animal control laws; provides information and assistance to the public; mediates/resolves citizen disputes.

Supervises and assists with dispatching of employees in response to calls or as otherwise needed.

Oversees investigations of animal bites or potential animal abuse; ensures preparation of bite notification forms, bite reports, and other documentation.

Oversees patrolling of county roads to locate and pick up stray animals; oversees activities of staff engaged in assisting animals in problem situations, trapping/capturing domestic, wild, dangerous, aggressive or injured animals, setting/monitoring animal traps, transporting animals, relocating displaced wildlife, or removing dead animals from roads.

Handles, lifts, and carries animals as needed, restraining as appropriate; handles frightened, fractious, and injured animals; checks animals for current license tags and for signs of rabies, disease, or other illnesses; checks animals into animal shelter; administers shots; administers anesthesia or other drugs; operates incinerators to cremate animals as appropriate.

Oversees the shipment of specimens to laboratories for testing; reviews laboratory reports.

Balances cash receipts; maintains records; prepares bank deposits and forwards as appropriate.

Supervises and participates in operation of various machinery, equipment, and tools associated with animal control activities, which may include an animal control truck, animal restraint equipment, animal traps, catch poles, nets, incinerator, tranquilizing equipment, mechanical tools, or radio communications equipment.

Supervises general/preventive maintenance work necessary to keep animal control vehicles, equipment and tools in clean and operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, washing/cleaning truck/equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of department equipment, tools, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement items.

Prepares or completes various forms, reports, correspondence, logs, citations, purchase orders, bank deposits, performance evaluations, or other documents.

Receives various forms, reports, correspondence, animal complaints, laboratory reports, policies, procedures, laws, codes, ordinances, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, law enforcement personnel, other animal control agencies, veterinarians, the public, Beasley Humane Society, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages or directs calls to appropriate personnel; responds to requests for service or assistance.

Provides information and education to the public concerning animal control issues.

Maintains a current knowledge and awareness of applicable laws, codes, and ordinances; maintains an awareness of new procedures, trends, and advances in the profession.

ADDITIONAL FUNCTIONS

Provides assistance to department staff in conducting office activities, dispatching, animal control functions, or other department activities as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in animal control, animal handling, and business operations; supplemented by two (2) years previous experience and/or training involving animal control, animal handling, animal control office operations, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must possess and maintain valid Euthanasia Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 5 Maximum Continuous Time: 2

2. SITTING

Estimated Total Hours: 3 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects: Animals

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
>100 lbs			X		

4. PUSHING/PULLING

Objects: animals, trash, food containers, cages, cat litter

Height of hands above floor during push: most frequently chest level

5. CLIMBING

Tasks: cleaning cages; rescue from manhole covers

Device: ladders, step stools

Height: 4 foot ladder to reach 8 foot cage; 6 to 10 foot deep holes

Frequency: daily; monthly

6. BENDING/SQUATTING/KNEELING

Tasks: vaccinating, cleaning cages, laundry, calling animals, picking up animals

Frequency: frequently, several times a hour

7. REACHING

Tasks: cleaning, retrieving animals, laundry, dishes, litter pan, vaccinations, inventory, identification

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	30 seconds per pan	2.5 lbs
21-36"	Straight and angled	45 times a day	18 minutes	8 lb cat; 30 lb dog

* Litter pan set up and cleaning the cages

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes/ odors	X	
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	80 % of time
Outside	20 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Computer, phone, fax machine, copy machine, brooms, mops, scrub brushes, spray bottles, squeegees, latex gloves, needles, knives, catch poles, nets, carriers, ladders, pooper scoopers, carts, vehicles, stretchers, ramps

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		1-2 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Frequently (90% of time)

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date