

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           ANIMAL CONTROL DIRECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial and administrative work associated with overseeing provision of effective and efficient animal control. Duties and responsibilities include directing department operations and activities, supervising employees, enforcing animal control ordinances and regulations, establishing department policies and procedures, preparing and administering department budget, directing allocation of rabies tags to veterinarians, overseeing calls/complaints involving animals, overseeing the capturing and handling of animals, preparing documentation, maintaining records, and providing information and assistance. Reports to County Mayor.

### **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.**

Plans, organizes, and directs department operations and activities 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 Public Safety Committee, County Mayor, and other county agencies.

Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; counsels and disciplines; interviews, selects, and hires new employees.

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; assigns training or trains staff as needed.

Develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget; prepares summarization of monthly operations; reviews monthly operations with Public Safety Committee, and county management.

Develops and implements office/departmental policies, procedures, and standards, with emphasis on safety issues.

Ensures departmental compliance with all applicable laws, rules, regulations, standards, shelter 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 with the public; initiates any actions necessary to correct deviations or violations; issues warning notices or citations as appropriate.

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Consults with County Mayor, Public Safety Committee, Public Works, and other officials to review, discuss, and relay department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

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

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

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

Oversees and 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.

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, and relocating displaced wildlife.

Oversees the shipment of specimens to laboratories for testing; reviews laboratory reports and relays this information as needed to the appropriate parties.

Oversees allocation/issuance of rabies tags to county veterinarians; coordinates activities with county veterinarians to ensure proper recordkeeping; coordinates collection of revenues; maintains records.

Oversees receipt, recording, depositing, and accounting for all department revenues.

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, vaccinations, and medications; performs euthanasia of animals as needed.

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, capture equipment, tranquilizing equipment, mechanical tools, and 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, washing/cleaning truck/equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory of department equipment, medical supplies, vaccinations, controlled substances, and tools; ensures availability of adequate materials to conduct work activities; ensures records meet state/federal requirements; initiates orders for new/replacement items.

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

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

Promotes awareness of animal control activities; provides information and education to the public concerning animal control issues, county ordinances, humane treatment of animals, animal behavior problems, or related issues; makes speeches or presentations to schools, civic groups, and community organizations as needed.

Attends various meetings as needed.

Maintains a current knowledge and awareness of applicable laws, codes, and ordinances; monitors proposed changes in legislation with potential impact on department operations; maintains an awareness of new procedures, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates incinerators to cremate animals as needed.

Provides backup assistance to department staff as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Associate's degree with course work emphasis in business administration, supervision, animal control, and animal handling; supplemented by three (3) years previous experience and/or training that includes progressively responsible animal control agency operations, animal handling and sheltering, animal control including laws, policies, and procedures, public relations, budget administration, resource management, 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. Must also possess time management skills, including the capability to work productively in fast-paced environment, keep focus on several tasks at once, and be prepared for interruptions when needed to attend to more crucial matters. Must be able to effectively communicate knowledge and information to a non-technical audience. Must possess basic computer skills, including but not limited to word processing, email, and Internet.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**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 logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**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:   3   Maximum Continuous Time:   1  

**2. SITTING**

Estimated Total Hours:   5   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 top cages; rescue animals from manhole covers and trees as needed

**Device:** ladders, step stools

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

**Frequency:** daily; monthly

**6. BENDING/SQUATTING/KNEELING**

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

**Frequency:** frequently, daily

**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	Weekly	30 seconds per pan	2.5 lbs
21-36"	Straight and angled	Weekly	15 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**

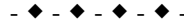
Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Included but is not limited to computer, phone, fax machine, copy machine, brooms, mops, scrub brushes, spray bottles, squeegees, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, ladders, pooper scoopers, carts, vehicles, stretchers, ramps, animal traps

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		3-4 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor (i.e. writing, twisting hands or wrist, etc.)	X		Frequently (90% of time)



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.

**Exemption Status Test (Executive Employee)**

*~ The following questions to determine whether you've misclassified a worker as an exempt executive:*

1. Is the employee's primary duty managing the enterprise or a department or subdivision of the enterprise?
2. Does the employee customarily direct the work of two or more other employees or their equivalent?
3. Does the employee have the authority to hire or fire, and do her recommendations carry significant weight if unauthorized to make the final decision?
4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		
✓		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date