

Market Range Detail - Animal Shelter Supervisor

Effective Date

August 15, 2016

Market Range Title Description

Provide first line supervision and training to Animal Shelter Technicians at a shelter facility and participate in the performance of animal care technician duties. Major components of this position include overseeing and performing animal receipt, custody, care, euthanasia, and disposal, shelter maintenance to promote the health, safety, and welfare of people and pets.

Animal Care Supervisor differs from the next lower level, Animal Shelter Technician, in that the former is the first full supervisory level. Animal Care Supervisor is distinguished from the Animal Control Supervisor in that the latter oversees animal control officers in the enforcement of animal control laws and ordinances in the field; and from the Animal Health Supervisor by that MRT's focus on overseeing Animal Health Technicians.

Provide day-to-day supervision of Animal Shelter Technicians, including assigning work, training, scheduling, approving time off, completing performance evaluations, and administering disciplinary action when necessary. Ensure work procedures are current, and in adherence of policies. Ensure that shelter functions are adequately staffed and management instructions and priorities are adhered to. Ensure proper safety procedures are in place and followed in accordance with OSHA regulations, County policies, and Animal Care & Control policies. Interview job applicants and make selection recommendations. Recommend changes to policies and procedures and develop programs and protocol. Perform the more complex kennel assignments. Maintain an accurate inventory of supplies including controlled substances. Maintain detailed and accurate records; oversee daily reports including but not limited to cash balancing, jurisdiction, shelter verification, shelter inventory, field and owner intakes, adoptions, due outs, fees by type, hold and notifies, missing animals, etc. Provide courteous, prompt, high quality customer service to members of the public including responding to citizen complaints and assisting staff with complex customer service issues. Represent department at events and conferences. Schedule shelter repairs. Perform humane euthanasia and dispose of animals according to department protocols. Perform data entry to update computer records. Answer inquiries and/or assist in the selection of animals for adoption. Monitor adopter-to-animal and animal-to-animal interactions. Perform animal behavior and health evaluations. Identify, segregate and isolate dangerous and/or ill animals. Assist veterinarians with vaccinations; perform epidemiology in accordance with department protocol. Coordinate transfer of animals to other organizations and foster homes.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$19.00	\$24.00	\$29.00

Likely Minimum Qualifications

- High school diploma or GED
- 2 years of related experience.
- Prior lead and/or supervisory experience preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Animal Care Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.