

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Animal Regulation Center Supervisor

CLASS CODE: 2116

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification oversee the work of Animal Care and Control Officers in the field, kennel and office in order to uphold laws and regulations pertaining to pet ownership, and promote volunteer and developmental activities to encourage the humane treatment of animals.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level service classification in the Public Safety and Security Series – Animal Control Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the supervision and evaluation of subordinates, and the development of outreach activities and opportunities to the volunteer community.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step;

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions;

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; identify work-related problems, problem characteristics, and impact; and to formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and/or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Speaks at the Neighborhood Association meetings regarding responsible pet ownership, City Ordinances, and animal control responsibility.

Assists in the review of animal adoption applications; conducts animal adoption interviews and approvals.

Oversees coordination of volunteers and their activities.

Reviews daily fieldwork, incident and accident reports.

Obtains and executes search and seizure warrants for biting animals, and issues court summons to habitual violators of the City's leash law and other City animal ordinance violations.

Testifies in court as City witness pertaining to violation of City Ordinances and/or police actions.

Coordinates Veterinarian care with animals in need of special attention; administers vaccines and inoculations.

Examines incoming animals and cares for them in the shelter.

Prepares journal entries of animal adoption, stray, expiration, movement, etc.

Assists in euthanasia of animals as needed; supervises the expiration of animals as required by the court.

Investigates bite incidents and cruelty and/or neglect complaints.

Investigates citizens' complaints made against Animal Control personnel and prepares written reports.

Develops and enforces procedural protocols for all Animal Control Center activities, (e.g., animal care and handling, the inspection and maintenance of the kennel, vehicles, equipment, etc.)

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first-line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a truck, euthanasia chamber, two-way radio, tranquilizer gun, copy machine, cash register and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as work orders, animal bite reports, adoption applications, field evaluations, registration certificates, street guide, policy and procedure manual, state laws and regulations, and other non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, animals/wildlife, violence or disease.

Physical Requirements:

Requires the ability to lift, carry, push, and pull moderately heavy objects and materials, twenty (20) to fifty (50) pounds; and may occasionally involve objects and materials up to one-hundred (100) pounds, such as dogs and other animals.

Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching and crawling in order to apprehend stray animals.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks, such as locating an animal by sound or determining breed by shape.

Requires the ability to distinguish objects clearly at both close and far-range, such as locating an animal at a distance or observing an employee.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.