



## ANIMAL CONTROL SUPERVISOR

**Department:** Sheriff  
**Job Class:** 485500  
**Pay Range:** 2F06

**FLSA Status:** Non-Exempt  
**Represented:** Yes  
**CSC Approved:** 9/13/11

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is a working supervisory and administrative position in the Sheriff's Office. Duties of this position are performed under the operational direction of the Sheriff's Department with program direction from the Auditor's Office in accordance with the services agreement between the Sheriff's Department and the Pierce County Auditor's Office. An employee in this class is responsible for planning, organizing, directing, and evaluating the activities of personnel as assigned. In addition, the individual is expected to perform day to day duties specific to the Animal Control Officers as assigned. This position is responsible for maintaining an effective working partnership with the Humane Society for Tacoma and Pierce County and other municipalities. Serves as the divisional liaison between the Humane Society and the Auditor's Office for day to day related matters. Incumbents must be sensitive to potential community reaction to operational activities.

### **ESSENTIAL FUNCTIONS:**

- In conjunction with Sheriff's Department supervisors, supervise and coordinate the activities of Animal Control Officers, the dispatch position, and other temporary/seasonal Animal Services staff; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; assure adequate coverage during staff absences.
- In conjunction with Sheriff's Department supervisory personnel, and consultation with the County Auditor, conduct performance evaluations and develop performance measures and standards; make recommendations for corrective actions and final performance evaluation results.
- Work as a team with Animal Control Officers to ensure cross functionality and back up support as needed.
- Ensure that division runs smoothly and functions efficiently.
- Consult with legal counsel to obtain opinions when necessary.
- Train subordinates as required.
- Oversee the process for obtaining applicable search warrants as needed.
- Interpret and enforce federal and state laws and county ordinances pertaining to animals and the safety, health and welfare of the public and animals and assure humane treatment of animals.
- Work with the Auditor and the assigned Sheriff's Office staff to analyze, formulate, and update standard operating procedures as necessary to facilitate efficient operation of division.
- Assist in planning division activities.
- Conduct staff meetings with subordinates ensuring pertinent information is exchanged and problems are resolved in a timely manner.
- Keep statistical data and prepare reports as required.
- Participate in difficult cases and in the interpretation of state and local laws and ordinances as they pertain to those cases

## **ANIMAL CONTROL SUPERVISOR**

### **Classification Description – Pierce County**

Page 2

#### **ESSENTIAL FUNCTIONS (continued):**

- Provide technical information to animal owners, the general public, persons involved in enforcement action and attorneys. Answer difficult questions regarding animal code interpretation.
- Represent the Sheriff's Department and/or Auditor's Office at public meetings concerning issues as directed.
- Issue licenses and serve criminal citations, civil infractions and/or civil notices as indicated.
- Provide testimony in court cases and/or before the Pierce County Hearings Examiner.
- Monitor and maintain an inventory of unit equipment and supplies.
- Perform all duties of the Animal Care & Control Officer.
- On call and shift work may be required.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; works within the established working conditions of the position.
- Meet the traveling requirements of the position.
- Perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The incumbent is expected to exercise considerable independent judgment within established scope of responsibilities and authorities to meet objectives, priorities and deadlines as defined by internal policy, county code or state law. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. Work is reviewed by the Auditor and the assigned Sheriff's Office staff through reports, participation in conferences, meetings, and results obtained. Employee receives operational direction from the Sheriff's Department and program direction from the Auditor's Office. This classification has supervisory authority.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Incumbents perform the majority of assigned work outdoors in all types of weather and hazardous driving conditions at locations throughout the county. In addition, the position involves considerable exposure to disagreement or controversy and situations involving conflict, anger, verbal abuse and potential for violence. In addition, work may involve dealing with hostile individuals as well as suspected criminals. Employees are potentially exposed to various communicable zoonotic diseases, noxious odors, animal blood, feces and urine, fleas, ticks, mites, as well as severely injured or dangerous animals, dead, sick and diseased animals. Employees may be required to work overtime, evenings, weekends and holidays as necessary and be subject to callbacks. Out of state travel may be required to attend external training and conferences.

**ANIMAL CONTROL SUPERVISOR**  
**Classification Description – Pierce County**  
**Page 3**

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The Supervisor has a variety of physical requirements based on differing work circumstances. Required physical activities include but are not limited to digital dexterity, running, maneuvering quickly on foot, walking, standing, sitting, talking, hearing and seeing, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lift and carry up to 70 pounds, dragging, pushing/pulling. Must be capable of applying physical strength in the apprehension, control and containment of animals. Must have ability to drive a County vehicle, including cars, trucks or vans.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Federal, state and local laws, codes and regulations pertaining to
- Use and care of equipment related to
- Basic principles of public relations
- Pierce County policies and procedures
- Principles and practices of supervision
- Training and evaluation principles and techniques
- Investigative methods and techniques
- Traffic and safety laws
- County roads and locations
- Principles, practices and associated terminology of the criminal justice system
- Animal identification, behavior and control methods and techniques

**Skill in:**

- Keyboard and computer use for operating required automated systems and processing associated paperwork
- Public speaking

**Ability to:**

- Plan, direct and schedule the work of subordinates
- Train and evaluate subordinates
- Deal effectively with and gain cooperation of the public under stressful conditions
- Communicate effectively, both verbally and in writing to audiences of various social, educational and economic backgrounds
- Read, interpret and implement ordinances, codes, laws and established policies and procedures
- Exercise sound judgment under hostile and stressful situations and to solve problems in a professional and objective manner
- Interact with others with tact and diplomacy
- Establish and maintain effective working relationships with Auditor's Office and the Sheriff's Office personnel, other county officials, personnel of other agencies, and the general public
- Dictate and/or prepare clear and comprehensive reports and other documentation of activities
- Deal tactfully and courteously with the public
- Use independent judgment in making appropriate decisions

## **ANIMAL CONTROL SUPERVISOR**

### **Classification Description – Pierce County**

#### **Page 4**

- Establish and maintain effective, productive and cooperative working relationships both inter- and intra- departmental and with other agencies and jurisdictions

#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **Ability to: (continued)**

- Effectively manage time and work independently with minimal supervision
- Prepare complex documents
- Physically perform the essential functions of the classification
- Operate and utilize various department maintained electronic databases and electronic equipment or other specialty equipment used in investigations
- Make presentations to the public and to community groups
- Effectively lead and participate as a member of a service-oriented team.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Work a flexible schedule, which may include evenings, weekends or overtime
- Maintain composure and act quickly and effectively in an emergency

#### **MINIMUM REQUIREMENTS TO APPLY:**

- Four (4) years of field experience providing Animal Care & Control and/or Law Enforcement services
- Two (2) years of lead work or limited back up for management.
- Law Enforcement Reserve Academy and Academy training desired; or any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities.
- United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

**SPECIAL REQUIREMENTS:** Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State driver's license may be required when travel is required of the position.