

City of Stockton

Spec Adopted:	5/18/06
Resolution:	CS06-065
Title Changed:	10/18/07
Ratifying Resolution:	CS07-137
Spec Amended:	12/11/09
Ratifying Resolution:	CS09-064
Spec Amended:	4/4/2024
To CSC:	4/18/2024
CS Status:	Classified
Unit:	Supervisory
<i>Formerly Pound Master and Animal Control Supervisor</i>	

## ANIMAL SERVICES SUPERVISOR

### DEFINITION

Under direction, plans, organizes, and directs the activities of the Animal Services Section, including enforcement of State and City animal services laws and the operation of a City/County animal shelter; performs other duties related to humane animal protection and services; performs related work as assigned.

### CLASS CHARACTERISTICS

This single position class has division level responsibility for administration of the City-wide animal services program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the section budget, and directing day-to-day field and shelter activities.

### PRINCIPAL DUTIES (Illustrative Only)

- Plans, organizes, coordinates, administers, and directs the work of the Animal Services Section; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the section.
- Participates in the selection of staff; provides for the training and development, supervision, and evaluation of staff; and recommends and implements disciplinary action as required.
- Prepares a variety of reports related to short- and long-range City animal services needs and develops specific proposals to meet them.
- Develops and oversees humane education programs.
- Develops, plans and implements targeted spay and neuter programs.
- Recruits shelter volunteers and coordinates and oversees their activities.
- Develops policy and programs related to the humane care of shelter animals.
- Develops population control strategies for decreasing animal euthanasia.
- Assigns and directs field and shelter activities, including patrol. Enforces State and City laws regarding animal services, feeding, care, adoption, placement, quarantine, euthanasia and disposal, collection of fees, and shelter operation and maintenance, directly and through subordinate staff.
- Assists in the preparation and administration of the section's budget.
- Coordinates with County animal services on budget and revenue related to the joint shelter, mutual assistance policy and shelter procedures applicable to County employees.
- Investigates and resolves complaints regarding animal services and shelter activities; ensures observance of safe working practices.
- Works with other agencies, departments, concerned groups and private organizations to coordinate existing services.
- Ensures compliance of section activities to pertinent codes, regulations, and guidelines; coordinates with City Attorney on matters pertaining to enforcement, prosecution, legal

- interpretation, and changes in local and state laws applicable to animal services.
- Monitors developments related to animal services, evaluates their impact on City operations and implements policy and procedure improvements.
- Prepares and maintains written records and correspondence.

#### MINIMUM QUALIFICATIONS

##### Education/Experience:

Possession of a high school diploma or GED and two years of lead or supervisory experience in animal care or services or other related field. Registered Veterinary Technician certification or additional course work or training in animal services, animal behavior, public relations or law enforcement may substitute for up to one year of the required lead or supervisory experience.

##### Other Requirements:

- Must possess a valid California driver's license.
- Must be physically fit to work with animals and be able to lift and carry up to 50 pounds.
- Must be available for 24-hour emergency call back.
- As a condition of continued employment, must possess or obtain within twelve (12) months of appointment, California Penal Code 832 Certificate; and must possess or obtain within eighteen (18) months of appointment, required training in accordance with Title 16, Section 2039 of the California Code of Regulations and the State of California Corporations Code, Section 14502. State of California Corporations Code, Section 14502 re-certification must be maintained.

##### Knowledge of:

- Principles and practices of animal services, animal care, animal law enforcement, humane education, spay and neuter programs, animal shelter and placement;
- Supervisory principles and methods, including goal setting, program development and implementation, and employee supervision;
- Methods, tools, equipment and materials used in animal services and care;
- Safety regulations, safe work practices, and safety equipment related to the work;
- State and local codes, ordinances and guidelines pertaining to the work.

##### Skill in:

- Planning, assigning, directing and coordinating field, shelter and office aspects of animal services;
- Managing and directing programs and procedures for animal services and public education related to animal services;
- Selecting, motivating, and evaluating staff and providing for their training and development;
- Monitoring a section budget;

- Analyzing operational and administrative problems, evaluating alternatives, and recommending or implementing effective courses of action;
- Developing and implementing goals, objectives, policies, procedures, work standards and management control;
- Preparing clear and concise records, reports, correspondence and other written materials;
- Exercising sound, independent judgment within general policy guidelines;
- Establishing and maintaining effective working relationships with those encountered in the course of the work; and forming working relationships with rescue groups as specified by California State Law.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time, occasional climbing stairs/ladders, kneeling, crawling, twisting (neck/waist), reaching, pushing and pulling; frequent walking, bending, squatting;
- Lifting and Carrying - Frequent lifting and carrying up to 50 pounds; occasional lifting and carrying over 50 pounds would not be required without assistance from another person;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close-up work;
- Dexterity - Frequent holding, grasping, picking, repetitive motion and writing; occasional pushing, pulling and reaching;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone;
- Special Requirements - May require occasional evening and weekend work and constantly driving;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise; moderate risk of exposure to hazardous materials (dirt, dust, gas, smoke, fumes, poor ventilation), work with bio-hazards such as blood borne pathogens, sewage, waste, etc., walking on uneven ground and working around equipment and machinery and inclement weather;
- Working Conditions - Primarily performed outdoors which is primarily loud;
- Must be willing to work outdoors in all weather conditions; work in exposure to infectious animal diseases, animal wastes, animal bites, allergens, and various industrial cleaning and disinfecting chemicals; and
- Must be able to tolerate the administration of euthanasia to animals.

*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

APPROVED:

*Rosemary Rivas*

ROSEMARY RIVAS  
DIRECTOR OF HUMAN RESOURCES

DATE: 4-4-2024

HISTORICAL NOTE:

Spec Adopted:	2/5/42
Resolution:	CS163
Class Study:	6/13/57
Resolution:	CS2132
Title Change:	7/17/1978
Ordinance:	3089-CS
Exempted:	11/12/85
Resolution:	CC85-0684
Spec Amended:	3/3/05
Resolution:	CS05-036
Spec Amended:	5/5/05
Resolution:	CS05-063
Classified:	4/25/06
Resolution:	CC06-0194

CS Status: Classified  
Unit: Supervisory

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