



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 671.6

Job Title: **ANIMAL ENFORCEMENT SUPERVISOR**

Pay Grade: 23

### **GENERAL SUMMARY:**

Supervises the daily activities of Animal Enforcement Officers in the ARA/BARC/Animal Enforcement Field Operations and Investigation Sections

### **RESPONSIBILITIES:**

- Supervises, schedules, trains and evaluates division employees.
- Supervises and monitors the collection, impoundment, care, handling, release or disposal of animals and the enforcement of laws relating to animals, such as rabies vaccination and leash laws.
- Supervises the operations and maintenance of all animal control equipment. Investigates and corrects problems.
- Monitors investigations and actions taken regarding animal control complaints, animal bites, and the handling of vicious animals.
- Assists Police and Municipal Courts with research, exhibits and/or testimony when legal action is taken.
- Maintains division records. Compiles and coordinates reports.
- Reviews work activities, policies and procedures for efficiency and effectiveness. Recommends appropriate changes to Animal Enforcement Managers.
- Coordinates in-service training for personnel.
- Coordinates special service requests from the Division Management or City Administration, or other agencies or organizations.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in Criminal Justice, Business Administration, Public Administration or a field closely related to the type of work being performed.

#### **EXPERIENCE:**

Three years of animal control experience or law enforcement, with two of the years as a Senior Enforcement Officer or an equivalent position, are required.

Two years of experience as a Senior Animal Enforcement or Senior Animal Control Officer may be substituted for the education requirement.

Certification: State of Texas Animal Control Officer Certification is required

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS (cont'd):**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Schedules, supervises and evaluates work as a first-line supervisor. Recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within minor demanding tolerances; or the ability to make simple eye/hand movements on a patterned response space within very low tolerance demands.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

- Animal Enforcement Officer Trainee
- Animal Enforcement Officer
- Rabies Investigation Coordinator
- Senior Animal Enforcement Officer
- Animal Enforcement Supervisor
- Animal Enforcement Manager

*Effective: December 2015*