



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 672.3

Job Title: **BARC SHELTER SUPERVISOR**

Pay Grade: 22

GENERAL SUMMARY:

Supervises the operations and activities of the Animal Shelter, including the work of Kennel Technicians, Animal Care Technicians and Senior Animal Care Technicians in the humane care and sheltering of animals within the facility.

RESPONSIBILITIES:

- Supervises section, schedules and reviews work, and trains and evaluates employees.
- Performs employee evaluations and issues corrective discipline as assigned.
- Coordinates with other personnel to facilitate adoption/rescue of animals in a timely manner.
- Ensures animals receive treatment as directed by professional veterinary staff.
- Ensures accuracy of animal shelter management system/database.
- Participates in preparation and administration of budget. Maintains records on overtime, holiday scheduling and other personnel actions.
- Ensures accuracy of daily shelter inventory.
- Supervises and may perform euthanasia of animals as necessary.
- Prepares reports on shelter operations for management.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in Veterinary Technology, Animal Science, Business Administration, or a related field is required. Additional education beyond the Associate degree level may be substituted for up to two years of the experience requirement.

EXPERIENCE:

Four years of experience in a leadership, customer service, or administrative role, or related experience is required.

Additional experience in an animal care role may be substituted for education on a year-for-year basis, with a limit of two years.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. 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.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS (cont'd):**CONTACTS:****Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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 struggling with their options.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. In some cases, the position may require extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. In some cases, the position may require frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements. In some cases, the position may require extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

MISCELLANEOUS:

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

JOB FAMILY:

Animal Care Technician
Senior Animal Care Technician
BARC Shelter Supervisor
BARC Shelter Manager

Effective: December 2015

Revised: July 2018