



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 671.9

Job Title: **ANIMAL ENFORCEMENT DIVISION MANAGER**

Pay Grade: 29

### **GENERAL SUMMARY:**

Directs the management, coordination, implementation, administration, and operation of BARC Animal Enforcement Field Operations and Investigation Sections.

### **RESPONSIBILITIES:**

- Manages operations, trains, develops, counsels, and evaluates staff performance.
- Establishes policies, procedures, guidelines, and project schedules.
- Acts as a liaison to other departments, government agencies, and the private sector.
- Assists departments and general public in obtaining and explaining technical and non-technical information.
- Develops and manages financial operations for the section, including budget planning, revision, integration, oversight, and expenditure control.
- Prepares reports on division operations and coordinates special projects, including planning, research, presentations, and promotions.
- Develops and interprets codes, ordinances, and specifications.
- Confers with legal department on legal actions and appears in court when needed.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Public Administration, Business Administration or a related field.

#### **EXPERIENCE:**

Four years of animal control experience, with two of the years as a supervisor, are required. Four years as a Senior Animal Control Officer or an Animal Control Supervisor may be substituted for the education requirement.

**Certification:** State of Texas Animal Control Certification

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

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

Errors in work may lead to moderate costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

**SPECIFICATIONS (cont'd):****Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

**CONTACTS:****Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

**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 is physically comfortable, the individual has discretion about walking, standing, etc.

**WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

**PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

**MISCELLANEOUS:**

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

**JOB FAMILY:**

- Animal Enforcement Officer Trainee
- Animal Enforcement Officer
- Animal Enforcement Investigator
- Senior Animal Control Officer
- Animal Enforcement Supervisor
- Animal Enforcement Manager

*Effective: December 2015*