ANIMAL SERVICES KENNEL SUPERVISOR

DEFINITION

Under general direction, cares for, feeds, waters, cleans and euthanizes animals housed at Regional Animal Services; maintains buildings in a safe and sanitary condition; responds to inquiries regarding animals housed at Animal Services including applicable ordinances, regulations and policies; supervises and provides direction to kennel staff; and performs a variety of tasks relative to assigned area of responsibility.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience in the care and handling of animals in a shelter OR four years of full-time experience in the care and handling of animals in a professional environment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATES

Possession of a valid driver's license is required at the time of appointment.

Possession of, or ability to obtain, a valid certification as a euthanasia technician is required within one year of appointment.

Possession of, or ability to obtain, a valid pharmacy certificate is required within one year of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over kennel staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Supervise kennel staff, ensuring acceptable protocol, policies and procedures are followed.

Conduct performance evaluations of kennel staff.

Conduct employee training in functions and methods of animal care including the proper use of equipment; train kennel staff in the handling and care of animals and facility cleanliness.

Initiate disciplinary action to include performance forms and verbal counseling.

Ensure assigned personnel perform duties and responsibilities in a safe and prudent manner.

Care for, disinfect and feed animals housed at Regional Animal Services; clean and disinfect a variety of animal enclosures including kennels, aviaries and aquariums.

Observe animal behavior to detect indications of possible illness or disease and take appropriate action as needed; vaccinate animals as necessary.
Clean and maintain Animal Services facilities and grounds; sweep, mop, wax and buff floors; empty trash cans; wash windows; sweep sidewalks and shovel snow.

Locate impounded animals for owners; assist in disposing of unclaimed animals as required by County ordinance.

Euthanize animals in a prescribed manner, according to appropriate laws and established policy and assist in the preparation of rabies specimen.

Maintain accurate and detailed records of animal kennel staff duties performed.

Answer telephones, route calls, and take and relay messages.

Process redemptions and licensing of animals.

Count money, make change, produce receipts, reconcile cash drawer.

Data entry and filing of reports.

Order and maintain an inventory of supplies

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Euthanasia practices and procedures and the safe and proper handling of sodium pentobarbital, needles and syringes.

Washoe County policies and procedures.

Departmental/division policies and procedures.

County and state ordinances, laws and regulations.

Computer software specific to the department/division.

Operational characteristics of kennel equipment and tools.

Principles and practices of supervision.

Basic principles and practices of budgets and accounting.

**Ability to:**
Correctly use and apply a variety of animal handling skills.

Perform a variety of custodial functions to ensure a clean and sanitary Animal Services facility.

Respond to requests and inquiries from the general public.

Maintain clear and concise records.

Exercise good judgment in handling potentially hostile individuals, animals and situations.

Administer euthanasia is a safe and humane manner.

Operate a computer, including minimal typing skill.
Supervise personnel, including training, mentoring, assigning and reviewing work, initiating discipline and conducting performance evaluations.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Principles and practices of supervision and training.

Proper methods and procedures for handling of chemicals and disinfecting agents used in the proper sanitizing and cleaning of animal enclosures including kennels, aviaries and aquariums.

A variety of animal species, breeds and related behavioral and health characteristics.

Principles and practices of animal handling, care and treatment.

Mathematical principles.

Basic methods of animal capture and restraint.

Basic custodial and janitorial procedures.

**Ability to:**
Understand and follow oral and written instructions.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Maintain effective working relationships with others.

Deal tactfully and politely with the public when providing information.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Incumbents may work irregular hours, weekends, holidays or evenings.

**THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED.** This includes animals that are excited and agitated.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, run, stoop, crouch and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Work is performed in office, outdoors, and driving environments. Ability to work in varying temperatures. Ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases. Must be willing to work non-standard work week.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*