

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Animal Control Supervisor**

JOB STATUS: **Full-time**

Starting Pay: **\$34,340.80 – \$59,924.80**

ANTICIPATED START DATE: Following successful completion of background check and drug screen

SYNOPSIS: This is a supervisory position in managing functions of the animal control including animal care, facility hygiene, facility personnel, euthanasia, disposal, and operation of the crematorium. This work involves developing and implementing programs to improve the facility environment including comfort and hygiene for the animals as well as an adoption program. The incumbent is responsible for ensuring completed work is performed in conformance with established practices and policies, as well as State Law. Work is reviewed through performance evaluations, conferences, and records for accuracy, completeness, and adherence to policies and procedures. The position requires the exercise of judgment in public contact and ordinances in enforcement of applicable ordinances. Incumbent works under the general supervision of the Chief of Police.

QUALIFICATIONS:

- Must be at least 18 years of age and a graduate of an accredited high school or hold a certificate of high school equivalency (GED);
- Licensed Veterinary Technician desired, but not required or Certified Euthanasia Tech (CET) ~~required~~ preferred. If not LVT or CET, must obtain CET certification within six months from date of hire;
- Must possess computer skills necessary to perform the essential functions of the position, preferably with knowledge of *Microsoft Windows*® systems and applications;
- Must have general working knowledge of related office equipment;
- Must possess a valid Alabama driver's license and a driving record suitable for insurability;
- Must be willing to work non-standard hours and overtime as required;
- Must be willing to work inside and outside in adverse weather conditions including hot and cold temperatures, wetness, snow, and slippery floors.

ESSENTIAL JOB FUNCTIONS

- Supervise, manage, and train facility personnel in animal handling, including health checks, euthanasia, temperament testing, adoption selection and counseling, and crematorium use and operations;
- Develop and implement programs to improve the facility operations including comfort and hygiene for the animals;
- Implementation and direction of an adoption program;
- Assists with public awareness campaigns, pet photos, and pet adoption websites;
- Consults with licensed veterinarian regarding treatment plans;
- Ensures pet adoptions comply with state laws;
- Coordinates with rescue organization by serving as primary contact;
- Develops and implements educational programs at local schools, events, and public awareness campaigns;
- Records activities and statistics as required by law;
- Feeds, water, and cares for animals; cleans and keeps facility in sanitary condition;
- Requires regular and prompt attendance plus the ability to work well with others and work as a team;
- Supervises recruiting practices of volunteers;

- Requires supervision of volunteers, fine workers and inmates as necessary
- Requires the physical ability to perform the essential functions of the job;
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the laws, ordinances, policies, and procedures involved in functions of all animal care;
- Knowledge of facility hygiene, euthanasia, and disposal;
- Knowledge of animal handling, health checks, temperament testing, and adoption;
- Knowledge of personnel supervision laws, rules, regulations, policies, and procedures, and processes;
- Knowledge of cleaning and disinfecting equipment;
- Knowledge of animal feeding and care procedures;
- Ability to meet the public and discuss problems and complaints tactfully, courteously, and effectively;
- Ability to accept lines of authority; promote harmony; and cooperate with other staff and officials;
- Ability to establish and maintain effective working relationships with elected officials, the local business community, and the public;
- Ability to express ideas clearly and concisely, orally, and in writing;
- Ability to instruct and train subordinates;
- Ability to maintain accurate records and prepare clear and concise reports

BENEFITS AVAILABLE FOR FULL TIME POSITION

- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after completing 1-year probation)
- Paid Holidays

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications, will not be considered.
4. Applicant may be required to submit employment verifications from current and prior employers before a job offer is made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: PC_HR@cityofpellcity.net Fax: (800)973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.