

# **LINN COUNTY CLASSIFICATION**

**TITLE: DOG CONTROL SUPERVISOR**

**NUMBER: 605**

**PAY RANGE: 17**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 99-634**

**DATE: December 15, 1999**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans and supervises a program of enforcing State and County laws pertaining to licensing, controlling of dogs and protecting livestock from dogs.

SUPERVISION RECEIVED: Works under the general direction from the Board of County Commissioners who outlines policies and reviews performance through conference and observation.

SUPERVISION EXERCISED: Supervises enforcement staff engaged in investigating complaints against dogs, secretarial and temporary positions, as well as staff involved in maintaining dogs at the pound and in destroying dogs as necessary; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide daily check of Dog Control Officers' work by reviewing reports, logs, citations, etc. Assign and schedule work of Dog Control Officers. Periodically, ride with officers to observe work habits, adherence to policy, etc.
2. Enforce state and county laws regarding the controlling and licensing of dogs; issue warning tickets to people who fail to buy licenses; issue citations to appear in Court to those who refuse to buy licenses; pick up and impound unlicensed dogs.
3. Assist the public by responding to questions and complaints; explain program and controlling laws and ordinances.
4. Work with the secretary in administering the licensing program, insure that proper records are kept on all animals received and on all monies collected and spent.
5. Supervise and schedule Kennel Person's work.
6. Inspect all dogs brought in for injury and/or disease. Decide disposition of all animals that have to be held the required time. Euthanize dogs and other small animals when necessary.
7. Compile reports and statistics, inform Commissioners of dog control activities, deliver and pick up bills, memos, and complaints at the Courthouse, check with City Law Enforcement Personnel regarding dog control problems and solutions.

8. Meet with veterinarians, humane societies, schools, clubs, and civic groups to explain dog control and licensing programs to promote good public relations.
9. Prepare and monitor budgetary expenditures.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of canine care and handling. Considerable knowledge of dog injuries and diseases; their care and treatment. Knowledge of budget preparation; knowledge of state and county laws pertaining to dog control and licensing. Ability to identify damage done by dogs and to distinguish between that and damage done by other animals. Ability to deal courteously and effectively with the public. Ability to prepare reports and to maintain records. Ability to operate a motor vehicle. Ability to establish and maintain harmonious working relationships with subordinates, county, city and staff officials. Ability to supervise the work of subordinates.

EXPERIENCE, EDUCATION AND TRAINING: Two years of law enforcement experience in an animal control program which afforded experience in shelter management and animal control enforcement; graduation from a senior high school; additional college level coursework in basic law enforcement, animal husbandry or pet care is desired, but not required; three years of progressively responsible work in animal control, including at least one year of supervisory experience is desired; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: State Euthanasia Certificate; Licensing under Drug Enforcement Administration; a valid Oregon Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors in an office environment and outdoors in all types of weather and in all areas of the county. Work requirements include being able to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move ninety (90) pounds is also required.