

**Polk County Sheriff's Office Job Description**  
**1805 Animal Control Supervisor**

October 4, 2004, Revised October 1, 2009

**Position Concept:**

The Animal Control Supervisor oversees daily activities of the Animal Control Officers. Conducts field work advising citizens of the County's Animal Control Enforcement and Rabies Control ordinances including the apprehension of stray animals and enforcement of ordinances. The member performs administrative, operations and supervisory duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Animal Control Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Advise citizens on animal ownership
- Supervise Animal Control Enforcement
- Supervise Rabies Control ordinances
- Plan/Schedule daily activities
- Assign Enforcement Officers to work areas
- Manage case assignment
- Perform duties of Animal Control Officer
- Assist in responding to calls/complaints
- Analyze activity regarding animal complaints
- Oversee service of Judicial Process
- Oversee field investigations
- Review offense reports
- Tranquilize and/or capture animals
- Insure kennel standards/policies are met
- Maintain equipment and supplies
- Handle citizen complaints
- Maintain facility security
- Resolve shelter problems
- Report problems/deficiencies as required
- Facilitate training
- Prepare correspondence/reports
- Review and approve attendance records
- Conduct evaluations and inspections
- Oversee maintenance of equipment
- Assume role of Section Leader
- Inform public of animal control regulations
- Disseminate information to the media
- Maintain document files
- Attend meetings
- Distribute and explain policies/laws
- Facilitate community relations

**Education, Professional Certification or License:**

- Two (2) year degree from an accredited college or university
- Complete eighty (80) hour \*CJSTC approved Line Supervision course or equivalent
- Valid Florida driver's license
- Notary for the State of Florida
- Successful completion of a 40 hour minimum standards training course approved by the Florida Animal Control Association
- Successful completion of state approved euthanasia training
- Maintain Certification as required by Florida State Statutes
- Successful completion of Chemical Immobilization Training

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**Professional Experience:**

- Minimum three (3) years customer service, public contact or animal/kennel related work, including supervisory experience
- A comparable amount of training and experience may be substituted for the minimum qualifications

**Status:**                             Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                             Minimal Risk                             Foreseeable Exposure

**Environmental Conditions:**

- Work under stressful, unusual or difficult conditions both in an office environment and field operations
- Work is subject to stand-by and/or call out for emergencies and must be able to work shifts
- Must carry a pager and/or cell phone when on duty or on call
- Work involves day and/or night, exposure to inclement weather
- Work may require acts of physical endurance and agility

**Required Skills and Knowledge:**

**Knowledge of:**

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| <ul style="list-style-type: none"><li>• PCSO policy and procedures</li><li>• Safety rules and regulations</li><li>• County Ordinances</li><li>• General care of animals</li><li>• Animal control ordinances/procedures</li><li>• Florida State Statutes concerning animals</li><li>• Geographical area</li><li>• Rabies control</li><li>• Animal diseases</li><li>• First aid procedures</li><li>• Notary laws</li><li>• Case Reporting Manual</li></ul> | <ul style="list-style-type: none"><li>• Evidence procedures</li><li>• Crime scene processing</li><li>• Resources</li><li>• Chemical Immobilization techniques</li><li>• Civil process</li><li>• Demographics</li><li>• Ethnic/cultural awareness</li><li>• Radio codes, signals, identifications</li><li>• Facility security</li><li>• Appropriate forms</li><li>• Filing system</li></ul> |
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**Ability to:**

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| <ul style="list-style-type: none"><li>• Read and write English</li><li>• Operate motor vehicle</li><li>• Read a map</li><li>• Operate tranquilizer gun</li><li>• Operate capture equipment</li><li>• Control animals</li></ul> | <ul style="list-style-type: none"><li>• Explain regulations</li><li>• Perform under stressful conditions</li><li>• Use good judgment</li><li>• Work independently</li><li>• Operate office equipment</li><li>• Respond to emergency situations</li></ul> |
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**Skills:**

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| <ul style="list-style-type: none"><li>• Report writing</li><li>• Media relations</li><li>• Management</li><li>• Good communication</li><li>• Supervisory</li><li>• Scheduling</li><li>• Organizational</li><li>• Instructor</li><li>• Planning</li><li>• Interpersonal</li></ul> | <ul style="list-style-type: none"><li>• Decision-making</li><li>• Problem solving</li><li>• Computer</li><li>• Basic English grammar</li><li>• Basic mathematical</li><li>• Keyboarding</li><li>• Analytical</li><li>• Telephone</li><li>• Public speaking</li><li>• Clerical</li><li>• Investigative</li></ul> |
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**Physical Requirements:**

- Walk
- Lift/carry push/pull 70 lbs
- Speak English understandably
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Manual Dexterity
- Ambulate Independently
- Run
- Climb
- Stoop
- Bend
- Kneel
- Crawl
- Recognize colors
- Strength to control animals
- Must complete prescribed inoculations for pre-Rabies Vaccine

For additional information on this position refer to the Job Task Analysis.