

City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Animal Control Supervisor** for the City of Las Vegas Community Development Department.

Entry Level: Per Pay Plan – \$14.97

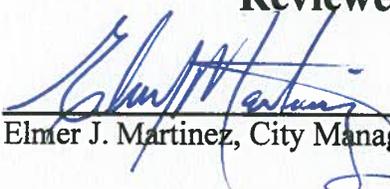
Nature of Job: The purpose of this position is to oversee and direct the operations of the City's Animal Control Division, to include the development of policies and procedures, budget management and the facilitation and management of the City's Animal Shelter contract. The employee must possess knowledge of the City's Animal ordinances and must be able to communicate effectively with the public, both orally and in writing. Manages and supervises the operations and maintenance of the City's Animal Control Division; directs the apprehension, impounding, and disposing of stray or vicious animals; supervises subordinates engaged in animal control and animal management; directs the maintenance and cleaning of vehicles, and equipment; supervises record maintenance and prepares required reports; assures animal statuses are being enforced; manages the Animal Control Division budget. Ensures Animal Control staff is properly trained in their respective duties and are equipped with appropriate equipment and tools. Oversees and responds to questions, concerns, or complaints from animal owners, officers, the public, and organizations; handles irate citizens and difficult situations arising from the enforcement of Animal Control Ordinances and laws. Researches and oversees the enforcement of State and City laws and ordinances; advises citizens of animal control laws and ordinances; consults with law enforcement in cases involving criminal violations; manages cases and assures ACOs attend assigned court dates; ensures proper documentation of pertinent information in investigations. Provides case numbers for court holds to the shelter. Dispatches Animal Control calls and ensures proper follow-up; Assists with on-call duties when necessary. Responds to reports of animal neglect/abuse and directs staff appropriately. (A detailed job description is available at the Human Resource Office.)

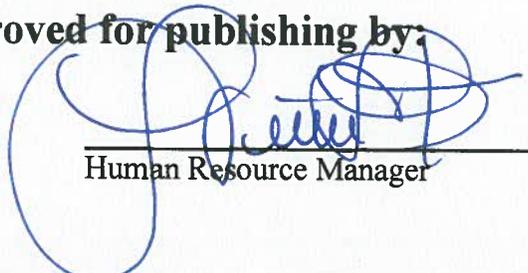
Qualifications: Must possess a valid New Mexico Operator's License and be insurable by the City's insurance carrier. A minimum of a Bachelor's Degree. Must have a minimum of two years experience in animal control or similar field. Must possess extensive knowledge of City Animal ordinances and must be able to present information clearly and concisely, both orally and in writing, and establish effective working relationships with staff, other City department staff, public officials and the general public. Must have knowledge in decision making, investigation, and interpretation.

Posted: General public: December 1, 2015 thru December 8, 2015

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:


Elmer J. Martinez, City Manager


Human Resource Manager