



JOB ANNOUNCEMENT

General Public

OPEN DATE: March 1, 2022

CLOSE DATE: Until Filled

JOB TITLE: Animal Control Supervisor

PAY RATE: \$16.00/hour

DEPARTMENT: Police Department

The mission of the Las Vegas Animal Control Division is to ensure the safety and health of the community by educating citizens and regulating the care and treatment of domestic animals.

DUTIES AND RESPONSIBILITIES

- Manages and oversees Animal Control Operations that promote the division's stated mission; plans, coordinates, and evaluates the functions of the Animal Control Division in accordance with the applicable statutes, regulations, ordinances and city policies.
- Develops and recommends long and short-term goals for the division. Develops policies and procedures relative to the functions and operations of the division.
- Educate the public and promote the humane treatment of domestic animals.
- Enforce cruelty laws and animal care ordinances.
- Protect citizens from dangerous domestic animals.
- Directs and participates in the development of the divisions work plan; assigns work activities, projects, and programs. Establishes, implements, and reviews operating policies and procedures for the regulation and control of animals. Reviews and evaluates work products, methods, and procedures.
- Participates in the hiring process.
- Directs, trains and supervises Animal Control staff.
- Confers with legal counsel to interpret and resolve procedures concerning ordinances, laws, and regulations.
- Cooperates with other departments, agencies and organizations concerning operations and procedures of education campaigns, enforcement practices, and outreach programs.
- Mediates and resolves public complaints and concerns about the Animal Control division's performance and services delivery.
- Interacts with and delivers presentations to the media and public.
- Maintains accurate and complete records of the Animal Services division activities and progress by analyzing statistics of public complaints, citation and hearing rulings, educational campaign effectiveness, and outreach viability.
- Conducts regular staff performance appraisals as well as noting areas for improvement, corrective action, and utilizes disciplinary procedures as necessary.
- Maintains an awareness of new legislation or statutes, techniques, and equipment used in providing animal services.

Animal Control Supervisor

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- Ensures equipment and fleet is maintained.
- Trains and instructs new Officers in the policies and procedures of the Animal Control division.
- Reviews all records and reports to ensure accuracy and proper filing.
- Investigates and handles more complicated situations such as cruelty, hoarding, and dangerous animal cases.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years of animal regulation and control field experience as well as animal care and administrative experience. Experience in a lead or supervisory capacity is required.

PREFERRED QUALIFICATIONS

- Previous Animal Protection officer or Animal Welfare Investigator experience or equivalent.
- Demonstrated experience in leadership, team building, problem-solving, and strong people skills.
- Associates and/or bachelor's degree from an accredited college or university.
- Training and/or certification from an accredited veterinary technical school.
- Knowledge of the City of Las Vegas area and community, and the geographic layout of the City of Las Vegas.
- Ability to analyze and interpret laws, regulations, and to formulate, develop and present recommendations for such regulations.
- Ability to exercise tact and courtesy in explaining and enforcing state laws and local ordinances pertaining to animal protection and to diffuse hostile situations and calm irate residents.
- Bilingual skills in English/Spanish.

EMPLOYMENT REQUIREMENTS

- A valid insurable New Mexico driver's license.
- Must possess and maintain a Basic Animal Control Certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City, County and State ordinances and statutes regarding Animal Control.
- Knowledge of principles and practices of effective supervision and ability to train and evaluate the work of staff.
- Knowledge of report writing methods and techniques.
- Knowledge of basic methods of animal collection, care and disposal.
- Knowledge of common animal disease and methods of control.
- Basic record keeping skills.
- Ability to learn and follow City and Department rules and regulations.
- Ability to supervise and train staff.
- Knowledge of safety precautions and procedures.
- Knowledge of radio dispatch procedures.
- Knowledge of protection of human health from animal diseases.
- Knowledge of procedures for issuing citations and for testifying in court.
- Knowledge of city geography.
- Knowledge of safe and humane animal treatment techniques.

- Knowledge of various breeds of dogs and cats.
- Organize, prioritize and assign work.
- Ability to prepare and maintain records and written reports.
- Ability to follow established administrative procedures and standards and exercise proper judgment given field enforcement.
- Ability to establish and maintain effective working relationships with staff, public, management, governmental officials, and others encountered in the course of work.
- Ability to exercise tact and diplomacy in potential conflict situations related to the enforcement of animal control standards
- Ability to understand problems of the general public concerning animals.
- Ability to remain calm in an emotionally charged atmosphere.
- Ability to handle and care for animals in a humane manner.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must lift and/or move up to 100 pounds.
- Work is performed in an office and field environment with exposure to noises, vibrations, odors, dust and noxious fumes; work in inclement weather conditions.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling for prolonged periods of time.
- Encounters with diseased, injured, or dangerous animals.
- Exposure to chlorine and other types of chemicals related to animal care and enforcement.
- Occasionally exposed to loud noise above 95 decibels given the barking of dogs, and other animal noises in kennel areas and in field settings.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application,

The employment application is available at:

http://lasvegasnm.gov/departments/human_resource_department

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Human Resource Director