

CSC Adopted: June, 2006 CSC Revised: \_\_\_\_\_

**Class Title: Assistant Animal Services Supervisor**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises animal shelter operations and in the absence of the Animal Management Supervisor acts as overall manager of Norfolk Animal Management Center. Oversees the day to day activities of the NAMC, processing of incoming animals including assessment with regard to adoption and euthanasia, application of appropriate medical attention and the maintenance of adequate kennel supplies and equipment. Responsible for the proper care of animals during holding periods and the maintenance of sanitary conditions in the kennel areas. Responsible for building maintenance, equipment, and supplies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Evaluates animals' conditions by observing and monitoring animals in shelter, evaluating animals for illness, injury, or acceptability, observing temperament, providing necessary veterinarian care as needed, selecting animals for euthanasia, and euthanizing when needed.
2	S	Oversees the day to day activities of the NAMC; Supervises animal shelter operations and in the absence of the Animal Management Supervisor acts as overall manager of Norfolk Animal Management Center. Performs general office duties by writing reports and letters, maintaining files, making schedules, checking inventory, ordering supplies including drugs and medicine, directing the shelter staff concerning their duties, and communicating with citizens, organizations, and city agencies.
3	M	Ensures safety and security of building by inspecting all areas of the building and kennel equipment, making repairs, cleaning and disinfecting environment to promote sanitary conditions for animals and shelter staff.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years in a kennel environment or in animal care field as a supervisor.
Certifications and Other Requirements	Valid Driver's License may be required. Criminal Background investigation, State of Virginia Euthanasia Competency Certification.
Reading	Work requires the ability to read and interpret as well as apply all Federal, State and City ordinances that apply to the care of animals, various contracts, Class 2 drugs and medications, data for special projects, reports, general correspondences and memorandums at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division including calculations for medications and drug dosages, formulate statistics on populations and regional trends.
Writing	Work requires the ability to write shelter operations and policies, adoption contracts, general shelter operation forms, general correspondences and memorandums at a college level.
Managerial	Managerial responsibilities include supervision of medical treatment of animals, custodial care, adoption or euthanasia of animals. Provide assistance to the community when necessary, provide supervision, training, assistance as well as conduct performance appraisals for shelter staff, develop a staff structure, implement and integrate a comprehensive service delivery system, develop and implement a cost saving and efficiency programs in all expenditure area, develop and maintain positive working relationships with City officials, community groups, local agencies and the public.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.

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**CLASS REQUIREMENTS**

Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.
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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Examine and observe animals, customer service at front counter, animal capture, inspecting equipment
Sitting	O	Computer, desk work
Walking	F	Within kennel area, inter-office, outside facility
Lifting	O	Animals, supplies, paperwork, camera, animal control pole, medical supplies
Carrying	O	Animals, supplies, paperwork, camera, animal control pole, medical supplies
Pushing/Pulling	O	Animal control pole, doors, while inspecting equipment
Reaching	O	Animal control, while inspecting equipment
Handling	F	Animals, supplies, paperwork, camera, animal control pole, medical supplies
Fine Dexterity	F	Computer keyboard, medical supplies used during euthanization, writing
Kneeling	O	Inspection of shelter conditions, observation of animals
Crouching	O	Inspection of shelter conditions, observation of animals
Crawling	R	Animal capture
Bending	F	Inspection of shelter conditions, observation of animals, handling animals, animal capture
Twisting	O	Handling animals
Climbing	F	Stairs
Balancing	O	When dealing with vicious or dangerous animals, on stairs
Vision	C	Computer, desk work, writing, reading, animal capture, observations, inspections, customer service
Hearing	C	Telephone, staff, supervisor, citizens, animal distress or other sounds, 2-way radio
Talking	C	Telephone, staff, supervisor, citizens, 2-way radio
Foot Controls	F	Handling animals
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, digital camera, 35mm camera, scanner, portable 2-way radio, Standard Windows and Office software, Advantage Financial System software (AFIN), publishing software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

- (1)
- (2) Animal Shelter

**PROTECTIVE EQUIPMENT REQUIRED:**

Animal handling gloves, animal control pole, protective eye wear, rubber gloves

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)