

ANIMAL CONTROL COORDINATOR

MAJOR FUNCTION

This is a leadership position responsible for coordinating animal control personnel assignments, schedules, guidance, training and working as a certified Animal Control Officer.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Serves as an Animal Control Officer.
- Coordinates workloads and assignments of Animal Control Officers.
- Prepares and assists in preparation of Animal Control staff schedules.
- Aids Animal Control Manager as leadership support.
- Provides training to Animal Control Officers.
- Critiques work of subordinates for completeness, accuracy, and compliance of Animal Services departmental objectives.
- May provide public education to individuals or groups.
- Responds during the work day, after hours and weekends for animal control emergencies and needs.

SECONDARY FUNCTIONS

- May perform duties of Animal Control Dispatcher.
- Performs other duties and tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a moderate size staff, with no indirect supervision. Includes assigning, directing, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

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EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school, and two years related experience and training, or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Drivers License.

Certifications.

Florida Animal Control Officer Certification and Chemical Capture Certification required. Emergency Management experience preferred.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to public groups and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to maintain statistics.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.

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- Studies manual work process to determine most effective methods as essential tasks.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Specialized Skills and Abilities

- Considerable independent judgment.
- Ability to organize and coordinate activities and daily work assignments.
- Thorough knowledge of Marion County codes and ordinances related to Animal Control issues.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment. Must have ability to use Animal Control related tools, equipment and drive a vehicle to complete the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, this employee will regularly be required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, talk or hear, taste or smell, and to lift up to fifty pounds; will occasionally be required to lift one hundred pounds or more and effectively handle one or more aggressive animals. Vision requirements include close, distance, color, and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions, in outdoor weather conditions, and to be exposed to fumes or airborne particles and cleaning chemicals. The noise level will be loud.

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