



## **Animal Services Field Manager**

**Category:** Exempt  
**Pay Grade:** E21  
**Job Code:** 20054

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs responsible professional work managing and overseeing the countywide Animal Services enforcement operations to ensure the public health and safety of County citizens; organizes, directs, and coordinates enforcement activities in the County relating to animal issues, citizen disputes, and customer service; plans, organizes, monitors, performs liaison support, coordinates, negotiates permitting issues, and performs a variety of specialized activities related to the protection of public health, public safety, and animal welfare.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Oversees all countywide animal services enforcement operations;
- Provides supervision, technical advice, and assistance to subordinate officers involved in field investigations, rabies prevention, animal licensing, humane treatment of animals, regulatory code compliance, and enforcement work;
- Supervises employees engaged in ensuring regulatory compliance with all permitting requirements or issues;
- Recommends countywide animal control policy and develops and implements procedures for the assigned functional areas on an ongoing basis;
- Serves as liaison between County administration, staff, and the citizens of the County;
- Provides training and training opportunities for required Florida State Animal Control Certification;
- Provides administrative analysis and reports and assists management with special projects as required;
- Provides input on the development of the annual budget, review of standard operating procedures, vehicle inventory, and property control;
- Participates in public presentations on Animal Services operations and programs;
- Acts on the behalf of the director, assistant director, or operations manager regarding enforcement activities in their absence;
- Acts as liaison with other law enforcement departments to resolve problems;
- Coordinates disaster preparedness, recovery efforts, and implementation of large animal (horse) relocation during a disaster and acts as the emergency operations center liaison;
- Operates two-way radio, and/or computerized wireless communications computer equipment mounted in vehicles to obtain information for enforcement activities;
- Maintains various files and records for the Enforcement Section or the Rabies Coordination/Dispatch Section;
- Hires, trains, and conducts performance reviews on subordinates;
- Develops and implements departmental procedures and operating programs;
- Manages dangerous dog classifications, reviews reports by staff, prepares documents for director's signature, and ensures dangerous classification requirements are met by follow-up inspections and special license permits;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Six (6) years of professional animal services and/or veterinary business services experience, or animal services/law enforcement related management experience that includes three (3) years of supervision or management experience or a Bachelor's degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to obtain a valid certificate indicating successful completion of 40-hour minimum standards training course approved by the Florida Animal Control Association within six (6) months of employment. Additional certifications in other assignments such as Chemical Capture, Euthanasia, Armament Systems and Procedures Tactical Baton (ASPTB, collapsible bite stick), and Crematory by Florida State Statute.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of local, state, and federal laws, rules, and regulations pertaining to animal services;
- Knowledge of animal licensing, leash laws, animal control enforcement procedures, and rabies control;
- Knowledge of humane treatment of animals;
- Knowledge of computer systems, which includes personal computer workstations and laptops utilized in enforcement vehicles;
- Knowledge of software programs such as MS Word, Excel, and PowerPoint as well as industry specific programs;
- Knowledge of zoonotic diseases;
- Knowledge of human and pet first aid and CPR;
- Knowledge of County geography and road networks;
- Knowledge of the principles of office management and budget;
- Ability to enforce the law with firmness and impartiality and explain regulations to the public with tact and courtesy;
- Ability to recognize signs of zoonotic diseases by animals brought into the facility;
- Ability to communicate and work with individuals and groups with diverse backgrounds;
- Ability to effectively deal with all levels of management;
- Ability to analyze data and make judgments of effectiveness or compliance;
- Ability to use small office equipment, computers, and highly technical computer applications;
- Ability to use small equipment and machinery;
- Ability to implement telecommunications systems, computer hardware, and complex software.

## **PHYSICAL/MENTAL DEMANDS**

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.