



CLASS SPECIFICATION

Class Code: 60015053
Date Established: 01/2003
Last Reviewed: 02/2025
Last Revised: 02/2025
Last Title Change: 07/2024
FLSA: non-exempt
Probation: 12 months

ANIMAL SERVICES SHELTER SUPERVISOR

DEFINITION

Under general direction, supervises the care and treatment of animals housed at Regional Animal Services; supervises and provides training and direction to kennel staff; and performs a variety of tasks relative to assigned area of responsibility.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time experience in the care and handling of animals in a shelter OR four years of full-time experience in the care and handling of animals in a professional environment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATES

Possession of a valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Possession of, or ability to obtain, a valid certification as a euthanasia technician is required within one year of appointment. Certification must be maintained for continued employment in this classification.

Possession of, or ability to obtain, a valid pharmacy certificate is required within one year of appointment. Certification must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, assign and supervise the work of shelter staff, ensuring acceptable protocol, policies and procedures are followed, which includes staff selection and onboarding; scheduling, reviewing work; providing and tracking training; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Oversee general facility maintenance, cleaning, and upkeep to ensure staff and animal well-being and safety; make contact with appropriate personnel for repairs and maintenance.

Manage supply inventory and research cost effective alternatives as applicable.

Develop communication strategies to foster positive change management, engage employee involvement in continuous improvement, and to meet service goals and objectives for the department.

Create, update and implement employee training protocols, the training manual, and Standard Operating Procedures in functions and methods of animal care including the proper use of equipment.

Track and submit quarterly statistical and operational reports to the Director.

Ensure that shelter sanitation, vaccination, and treatment programs are performed according to policy and procedure and that assigned personnel perform duties and responsibilities in a safe and prudent manner.

Oversee and perform daily inspections of animal areas to detect signs of illness or injury and coordinate veterinary care when necessary.

Manage and coordinate shelter population through shelter pathway flow, including the assessment, evaluation and selection of animals for rescue or euthanasia, based on species, temperament, health and other needs.

Responds to inquiries regarding animals housed at Animal Services including applicable ordinances, regulations and policies.

May perform any of the Examples of Duties found on the Animal Services Caretaker and Animal Services Lead Caretaker job class specifications.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Euthanasia practices and procedures and the safe and proper handling of sodium pentobarbital, needles and syringes.

Washoe County policies and procedures.

Departmental/division policies and procedures.

County and state ordinances, laws, and regulations.

Computer software specific to the department/division.

Operational characteristics of kennel equipment and tools.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Basic principles and practices of budgets and accounting.

Ability to:

Correctly use and apply a variety of animal handling skills.

Perform a variety of custodial functions to ensure a clean and sanitary Animal Services facility.

Respond to requests and inquiries from the general public.

Maintain clear and concise records.

Exercise good judgment in handling potentially hostile individuals, animals, and situations.

Administer euthanasia in a safe and humane manner.

Operate a computer and type at a speed necessary for successful job performance.

Supervise personnel, including training, mentoring, assigning, and reviewing work, initiating discipline and

conducting performance evaluations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Proper methods and procedures for handling of chemicals and disinfecting agents used in the proper sanitizing and cleaning of animal enclosures including dog kennels, cat cages, aviaries, aquariums, and livestock barns.

A variety of animal species, breeds, and related behavioral and health characteristics.

Principles and practices of animal handling, care, and treatment.

Mathematical principles.

Basic methods of animal capture and restraint.

Basic custodial and janitorial procedures.

Ability to:

Understand and follow oral and written instructions.

Perform mathematical computations quickly and accurately.

Analyze situations, make sound decisions, and adopt effective course of action in both routine and non-routine situations.

Compile data and complete reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Incumbents may work irregular hours, weekends, holidays, or evenings.

THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED. This includes animals that are excited and agitated.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, run, stoop, crouch and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Work is performed in office, outdoors, and driving environments. Ability to work in varying temperatures; ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases. Must be willing to work non-standard work week.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.