

CITY OF BURBANK

ANIMAL SHELTER SUPERINTENDENT

DEFINITION

Under direction, to be responsible for enforcing City ordinances and State laws governing the registering, impounding, treatment, and disposal of animals; to direct the operation of the City Animal Shelter; and to perform related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains and evaluates assigned personnel and directs the operation of the Animal Shelter; oversees the Shelter's medical program and ensures compliance with related Local and State regulations; makes duty assignments and sets work schedules; administers policies and procedures for normal operations and emergency contingencies; plans and coordinates programs for the registration of animals; effectively resolves citizen complaints; plans kennel, pet store and stable inspection programs; institutes necessary legal action for violations of State and City regulations; requests criminal filings and appears in court; makes presentations before City Council and other groups; finds placements for dogs, cats, or other stock; sells animals; furnishes necessary reports to State and County agencies; maintains records of Animal Shelter operations, revenues, and expenditures; destroys and properly disposes of sick and unclaimed animals; ensures that the Animal Shelter is maintained in a clean and sanitary condition; maintains liaison with groups interested in humane treatment of animals; orders and maintains stocks of food and supplies; answers emergency calls when on and off duty; prepares and administers the Animal Shelter budget; maintains an active volunteer program to support the Animal Shelter's operations; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – various species of animals and their care; laws and regulations governing registering, impounding, disposal, and care of animals; symptoms of and care for sick and diseased animals; accepted management practices; principles and practices of sound personnel management and supervision.
- Ability to – effectively supervise employees and evaluate their performance; keep accurate records and prepare comprehensive reports and proposals; communicate effectively, both orally and in writing; prepare and administer budgets; utilize computers and other technologies to maximize efficiency of the Animal Shelter's operations; establish and maintain effective working relationships with supervisors, subordinates, other employees, and the public.

Education & Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and either five years recent full-time paid experience in animal control work, including two years in a supervisory or management capacity, or five years recent full-time paid experience as an Animal Control Officer with the Burbank Police Department.

Special Conditions & Requirements: The physical ability to perform all duties of an employee performing field enforcement or animal control duties for the Animal Shelter.

License & Certificates: A valid California Class "C" driver's license or equivalent is required at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Additional experience and formal education in the field of animal control.