

## ANIMAL SHELTER LEADWORKER

**PURPOSE:** Coordinate and direct the enforcement of animal control ordinances and regulations governing the capture and impounding of dogs and other animals.

**FUNCTIONAL AREAS** Under direction, to:

1. Organize and direct the activities of assigned personnel.
  - A. Determine priorities, assign work to personnel, and coordinate schedules to ensure completion of work.
  - B. Assist in the hire, transfer, suspension or discharge of assigned personnel.
  - C. Establish work standards and evaluate the work of employees.
  - \* D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
  - \* E. Train personnel in correct and safe operating procedures.
  - F. Recommend adjustments or other actions in employee grievances.
  - G. Disseminate instructions to employees through bulletins and other communications.
  
2. Respond to complaints and inquiries involving animal control.
  - A. Provide information to the public on laws and regulations pertaining to animal control.
  - \* B. Investigate animal bites and/or attacks and provide Police Department and St. Louis County Health Department with information pertaining to animal attacks.
  - C. Conduct tours of the animal shelter facility.
  
3. Enforce animal control ordinances.
  - A. Enforce animal control laws by routinely patrolling the city for violations of law.
  - \* B. Issue tickets to violators of animal control laws.
  - \* C. Impound animals running at large.
  - \* D. Capture and/or dispose of unclaimed animals in a humane and acceptable manner.
  - E. Inspect kennels, pet shops and veterinary clinics for approved licenses.
  - F. Direct and participate in unusual animal control situations.
  - G. Attend meetings and testify in court as required.

## JOB REQUIREMENTS

### Education & Experience Requirements

- ◆ A. One (1) year of experience as a Senior Animal Shelter Technician or two (2) years experience as an Animal Shelter Technician with the City of Duluth.

License Requirement

- ◆ A. Possession of a valid Minnesota driver's license or privilege.

Knowledge Requirements

- \* A. Knowledge of techniques used in the care and treatment of animals.
- B. Knowledge of canine breeds, temperaments, and habits.
- \* C. Knowledge of effective supervisory practices.
- \* D. Knowledge of rules, laws, and ordinances governing animal control in an urban environment.
- E. Knowledge of radio communications and procedures.

Skill Requirements

- ◆ A. Skill in the capture of animals including the use of a tranquilizing gun.
- ◆ B. Skill in administering basic first aid.
- ◆ C. Skill in the methods of disposing of animals.
- ◆ D. Skill in investigative procedures related to governing animal control.

Ability Requirements

- ◆ A. Ability to establish and maintain effective working relationships with co-workers and the public.
- ◆ B. Ability to effectively communicate orally while presenting information in court, before groups, and when conducting tours.
- ◆ C. Ability to exercise good judgment and to accept personal responsibility for one's actions.
- ◆ D. Ability to sit, walk, climb, balance, stoop, reach, finger, and handle while performing tasks related to animal control.
- ◆ E. Ability to supervise assigned personnel.
- ◆ F. Ability to interpret safety rules and apply them to work situations related to animal control.
- ◆ G. Ability to lift and transport animals weighing up to 100 pounds.
- \* Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

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