

## ANIMAL CONTROL SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is technical and supervisory work involved in animal control, quarantine and enforcement activities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises the maintenance of facilities, grounds and equipment utilized in the capture, impoundment and quarantine of animals; supervises the inventory of supplies and equipment utilized in Animal Control and Animal Quarantine programs; prepares requisitions for ordering supplies and equipment as necessary.

Supervises the daily maintenance and care of animal cages and animals under impoundment and quarantine; assigns animal control officers to answer public complaints and requests to pick-up and dispose of sick, aged, injured or unwanted animals and dead animals on public lands.

Supervises and coordinates stray and feral animal control programs in response to public complaints or survey results of animal populations; designs field surveys to determine stray, feral or licensed animal populations and selects municipalities where surveys are to be implemented; completes necessary forms for impoundment of stray and feral animals.

Supervises eradication activities of feral animals and maintains complete records concerning animal control activities; supervises the preparation, storage, distribution and disposal of poison baits utilized in the control of feral animals.

Assigns animal control officers to investigate reports of animal bite cases and oversees completion of proper quarantine procedures for biting animals; assigns public complaints for investigation to animal control officers.

Supervises rabies screening activities for impounded or quarantine animals at Animal Shelter Section or Animal Quarantine Section; supervises rabies vaccinations of animals as a part of licensure requirements.

Supervises euthanasia activities for unwanted or unclaimed animals; supervises the collection of brain, stool, blood and other samples from animals to determine the presence of rabies or other diseases which may be transmitted to human.

Supervises and coordinates citation issuing activities for violators of Animal Control Laws.

Conducts selected stages of in-service training for new employees concerning Animal Control and Animal Quarantine Programs.

Analyzes data and technical reports from Animal Control Officers and prepares technical recommendations to justify corrective action or program changes; reviews daily log records for Animal Control Quarantine Programs; prepares budgetary reports, quarterly reports, and monthly reports concerning Animal Control or Animal Quarantine activities; formulates performance guidelines for animal control officers and conducts performance evaluations of personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the care and handling of animals.

Knowledge of animal regulations, investigations and inspection procedures.

Knowledge of the various methods of vaccination, eradication and disposal of animals.

Knowledge of the diseases of animals.

Ability to supervise the work of others.

Ability to made decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in policies and procedures to improve effectiveness.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees,

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as an Animal Control Officer II or equivalent work; or

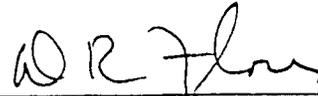
(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Registration as a Certified Pesticide Applicator with the Guam Environmental Protection Agency (GEPA).

ESTABLISHED: JULY 1980



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DAVID R. FLORES, Executive Director,  
Civil Service Commission