



## JOB DESCRIPTION

# Job Opening Announcement

**Position:** Animal Control Supervisor  
**Department:** Animal Control  
**Grade:** N5  
**Hiring Range:** \$37,341 to \$52,359  
**Date Posted:** 1/17/2024  
**Date Removed:** When filled

### How to apply:

- 1.) Online – go to [Employment Application Form](#) and choose Animal Control Supervisor to apply.
  - Be sure to complete a new application for every job you are interested in.
- 2.) Hard copy submission – Submit resume/application to:  
Chester County Government, Attn. Human Resources  
Dept., P.O. Drawer 580, Chester, SC 29706

Chester County Government is an Equal Opportunity Employer. (EOE)



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Animal Control Supervisor	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Animal Control	<b>DATE:</b>	11/29/2023
<b>REPORTS TO:</b>	Director of Animal Control	<b>PAY GRADE:</b>	N5

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### POSITION SUMMARY:

Responsible for the daily operations of the Animal Control office and shelter facilities, including supervision of staff personnel.

### ESSENTIAL FUNCTIONS:

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Supervises the functions of the Animal Control & Enforcement Department along with its employees.
- Manages shelter operations, adoptions, along with nuisance and emergency calls.
- Approves employee timesheets and leave requests
- Responsible for departmental purchases and keeping track of the department's annual budget.
- Responsible for annual budget preparation and recommendation.
- Works with the Human Resources Department on employee disciplinary actions
- Other Supervisory responsibilities

## ANIMAL CONTROL & ENFORCEMENT SUPERVISOR

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School Diploma/GED AND three to five (3-5) year of animal care experience; OR an equivalent combination of education, training, and experience.

### Required Knowledge and Skills

Knowledge of:

- Clerical skills include the use of office equipment, computers, and software packages.
- Administrative skills include the supervision of staff, policy and procedure creation, regulatory compliance, and personnel management.
- Customer service skills, working, with the general public.
- Methods and equipment used in the care and control of animals.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- State and local laws and ordinances pertaining to the proper care and control of animals.
- Safety practices related to activities of an Animal Control Department.
- Basic symptoms and behavior associated with rabies and other common diseases of animals.
- Record-keeping principles and practices.
- Techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.
- Investigative techniques regarding animal cruelty and neglect.
- Methods of search and seizure.
- Computer applications related to the activities of an Animal Control Department.

### Skilled in:

- Customer service, working with the general public.
- Employee Management and Supervision
- Decision making using independent judgement and reasoning.
- Operating county vehicles, radios, cellular phones, and other animal control tools and equipment.
- Reading maps and following directions.
- Records management
- Using initiative and independent judgment to establish procedures and protocols.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Communicating effectively in oral and written forms.
- Managing stressful situations with patience and calm.

## ANIMAL CONTROL & ENFORCEMENT SUPERVISOR

### Skill in: (continued)

- Working successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, often where relations may be confrontational or strained.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Current and valid Driver's license.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

This position may be faced with stressful situations from time to time, and those situations will require calm thinking and judgment.

Work is subject to exposure to extreme weather conditions, animal bites and scratches, biohazards, dust, and noxious odors.

**This job description is not deemed to constitute a contract of employment. All employees of the County are in an “At Will” status whose employment may be terminated at any time, with or without notice or cause.**

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_