



Job Description

Title:	Animal Control Officer Supervisor		Established:	October 2025
Salary Level:	334		FLSA Status:	Non-Exempt
Supervisor:	Sergeant	Supervises:	Animal Shelter Staff	
Job Family:	Animal Control	Bargaining Unit:	Police Officers' Assoc.	

JOB SUMMARY:

Under the general supervision of the Police Sergeant, the Animal Control Officer Supervisor oversees the daily operations of the animal control division, providing leadership, guidance, and training to staff. This position ensures the humane enforcement of animal-related ordinances and laws, manages field operations, and maintains compliance with all applicable regulations while promoting public safety and animal welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Leadership & Supervision

- Supervise, train, and evaluate animal control officers, support staff, and volunteers.
- Schedule shifts, assign fieldwork, and monitor performance to ensure efficiency and compliance with policies.
- Provide coaching, mentorship, and disciplinary action as needed.

Operations Management

- Oversee field response to animal-related incidents, including stray, injured, dangerous, or nuisance animals.
- Ensure proper handling, transport, and care of animals in accordance with local and state regulations.
- Maintain accurate records, reports, and documentation of enforcement activities.

Enforcement & Public Safety

- Enforce animal control ordinances and state laws; issue citations and prepare cases for court appearances when necessary.
- Investigate animal cruelty, neglect, or dangerous animal complaints.
- Coordinate with law enforcement, public health agencies, and local shelters.

Community Engagement

- Respond to public inquiries and educate the community about responsible pet ownership and animal-related regulations.
- Participate in community outreach programs and public education events.

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Administrative Duties

- Develop and implement policies and standard operating procedures.
- Monitor budget expenditures, supplies, and equipment needs.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Demonstrate a genuine respect, compassion, and humane concern for all animals
- Successfully learn animal behavior/temperament
- Identify common canine and feline breeds and other species of animals
- Safely use animal handling equipment and common hand tools for repair of equipment
- Follow written and oral instructions
- Effectively read, understand, interpret and answer questions raised by fellow employees and the general public regarding policies and procedures at the Animal Shelter
- Prepare legible, clearly written records, logs, and forms
- Assist and work closely with authorized volunteers at the facility
- Lead and coordinate the daily activities of volunteer participants

Knowledge of:

- Thorough understanding of animal control laws, regulations, and safe handling practices.
- Strong leadership and conflict resolution skills. Lead and coordinate the daily activities of volunteer participants
- Excellent communication and public relations abilities.
- Ability to work in challenging or stressful situations and make sound decisions.

Education and/or Experience:

High school diploma or equivalent required; associate or bachelor's degree in animal science, criminal justice, or related field preferred.

- Minimum of 3 years of experience in animal control or law enforcement. (1 year in a supervisory or lead role preferable, but not required).
- Possess and maintain a valid California Driver's License
- Possess and maintain valid First Aid/CPR/AED certificates within one (1) year from date of appointment
- Successfully complete and pass the department's Small Animal Euthanasia Certification Program within one (1) year of employment

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

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Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to have physical capacities to move quickly in response to animal behaviors.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to chemicals and odors and occasionally works in inside environmental conditions and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.