



CLASS SPECIFICATION FOR:

Animal Protection Police Supervisor

General Statement of Duties:

Commands the Animal Protection Section of the Division of Police; is responsible for organizing, staffing, directing and planning for the efficient, effective operation of the section under the guidance of the Office of the Chief of Police to enforce all animal related statutes and criminal ordinances; may perform law enforcement duties for other criminal statutes and ordinances; does related work as required.

Distinguishing Features of Class:

Responsible for the supervision of all employees of the Animal Protection Section, directly supervising Senior Animal Protection Police Officers, animal shelter staff and clerical personnel. Performs independently within guidelines set forth by the Police Major with only the most unusual problems or matters of policy being referred for assistance. As an Animal Protection Police Officer, intensive training in the apprehension and humane care of all types of animals as well as various phases of police work; as a law enforcement officer and receives basic and in-service training mandated by State statutes.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Develops work procedures and methods;
- Instructs subordinates and police officers in animal protection problems and procedures;
- Assigns subordinates to calls for service, when necessary, during shift;
- Performs special studies related to animal matters;
- Prepares the annual budget for the section and manages division within approved budget;
- Prepares goals and objectives for the section, as well as quarterly and annual reports assessing accomplishments;
- Performs routine inspections of personnel, equipment and facilities;
- Investigates complaints referred by the Office of the Chief of Police related to unusual occurrences;
- Assists the Director of Finance in the investigation, approval and inspection of all dog license substations;
- Assures proper evaluation of subordinates;
- Prepares and presents public information programs;
- Requisitions all materials and equipment necessary to perform assigned tasks;
- Maintains current and thorough knowledge of statutes and ordinances related to animal matters, consulting the County Attorney and Commonwealth's Attorney as necessary;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of statutes and ordinances related to animals with the ability to accurately interpret and apply statutes governing animal control; extensive knowledge of the best techniques for humane handling, care and custody of animals; the ability to work with and supervise others; the ability to successfully participate in state mandated training; the ability to proficiently handle firearms; ability to act effectively in a decision-making capacity; the ability to deal firmly yet tactfully with others; the ability to present effective classroom and public information programs; considerable knowledge of the geography of the County; physical condition that allows mobility and agility sufficient to pursue and capture all types of animals that permits activities necessary in and inherent to the law enforcement profession; ability to perform heavy lifting and work in adverse temperatures and/or weather conditions.

Minimum Education and Experience:

Education: Graduation from high school or equivalent

Experience: Five (5) years of experience in animal control, two (2) of which have been in a supervisory capacity

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position. Must be at least 18 years of age and a United States citizen.

G.C.S.0003
Career Code:

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.