

JOB ANNOUNCEMENT:

Animal Control Supervisor



Position Opening:	26.24	Post Dates:	Open Until Filled
Classification Title:	Animal Control Supervisor		
Location:	Police		
Term of Appointment:	Regular/Full-time		
Probationary Period:	One (1) Year		
Starting Hourly Rate:	Animal Control Supervisor I \$23.69 Animal Control Supervisor II \$25.75		

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Starting Salary is determined based on qualifications, experience, certifications, and education. Applicants are encouraged to submit documentation supporting previous experience and professional certifications for consideration during the hiring process.

Job Summary

Under the general direction of the Police Department, the Animal Control Supervisor plans, organizes, and supervises the daily operations of the City's Animal Control Division. This position oversees two Animal Control Officers, ensuring the humane enforcement of local, state, and federal animal control laws while promoting public safety, responsible pet ownership, and animal welfare. The supervisor performs field work, investigates complex complaints, responds to emergency situations involving animals, manages shelter operations (if applicable), maintains division records, and coordinates with law enforcement, veterinarians, rescue organizations, and the public. The position is responsible for employee training, scheduling, performance management, budget recommendations, and ensuring compliance with applicable laws, regulations, and City policies.

Essential Tasks. Other duties may be required and assigned.

- Supervises, trains, schedules, and evaluates the work of Animal Control Officers.
- Assigns daily workloads and ensures timely response to citizen complaints and service requests.
- Enforces City animal control ordinances and applicable Georgia laws.
- Investigate animal cruelty, neglect, dangerous dog, nuisance animal, bite, and livestock complaints.
- Responds to emergencies involving injured, aggressive, or stray animals.
- Conducts field inspections and investigations; prepares detailed reports and maintains accurate case records.
- Coordinates with the Police Department during investigations involving criminal violations.
- Serves as the division's subject matter expert on animal control laws and best practices.
- Ensures proper capture, transport, impoundment, quarantine, and disposition of animals in accordance with state law.
- Oversees shelter operations, kennel sanitation, animal care, and recordkeeping, if applicable.
- Coordinates with veterinarians, rescue organizations, adoption agencies, and wildlife officials.
- Assists in preparing and administering the division budget and monitors expenditures.
- Maintains inventory of vehicles, equipment, controlled drugs (if applicable), and animal care supplies.

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- Conducts public education programs regarding responsible pet ownership, licensing, vaccinations, and animal safety.
- Reviews reports, citations, and evidence for accuracy and completeness.
- Appears in Municipal Court or other legal proceedings as required.
- Responds to after-hours emergencies and participates in an on-call rotation when necessary.
- Demonstrate proficiency in documentation and required reporting to governing agencies, including the Department of Health, the Environmental Protection Division, and Department of Natural Resources; ensure compliance with all regulations and requirements.

Knowledge, Skills, & Abilities Required

- Thorough knowledge of animal behavior, handling techniques, and humane capture methods.
- Knowledge of Georgia animal control statutes, dangerous dog laws, rabies control regulations, and local ordinances.
- Knowledge of supervisory principles, employee coaching, scheduling, and performance management.
- Ability to investigate complaints and gather evidence objectively.
- Ability to exercise sound judgment during stressful or emergency situations.
- Ability to prepare accurate reports, maintain records, and testify in court.
- Ability to communicate effectively with employees, citizens, elected officials, veterinarians, and partner agencies.
- Ability to resolve conflicts professionally and courteously.
- Skill in operating animal control vehicles, capture equipment, radios, computers, and standard office software.

Reports to:

Police Captain.

Position responsible for training, supervision, and evaluation of those within assigned division.

Physical Demands and Work Environment

The work is performed both indoors and outdoors and requires frequent standing, walking, bending, stooping, kneeling, crouching, climbing, reaching, and lifting or carrying objects weighing up to 75 pounds. Duties may require working on ladders, in confined spaces, and over uneven terrain while safely handling animals and operating specialized equipment.

Employees are regularly exposed to dirty, noisy, uncomfortable, and potentially hazardous conditions, including aggressive or injured animals, animal waste, infectious diseases, hazardous materials, and adverse weather conditions. Certain preventative vaccinations may be required as a condition of employment.

The position requires the safe operation of City vehicles, animal transport equipment, capture tools, and standard office equipment. Employees must maintain the physical ability to safely restrain, capture, transport, and care for animals of varying sizes and temperaments.

The Animal Control Supervisor is required to work a flexible schedule, including evenings, nights, weekends, holidays, and on-call assignments. The position must be available to respond to after-hours emergencies involving public safety, dangerous animals, natural disasters, or other urgent incidents as needed.

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Minimum Qualifications

- High school diploma or GED required. Degree preferred or equivalent experience.
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Minimum of three (3) years of progressively responsible experience in animal control, law enforcement, veterinary services, or a closely related field.
- Minimum of two (2) years of supervisory or lead worker experience preferred.
- Georgia Animal Control Officer certification or ability to obtain within the probationary period of twelve (12) months.
- National Animal Care & Control Association (NACA) certifications preferred or ability to obtain within one year of employment.
- Completion of an approved supervisor training or ability to obtain within the probationary period of twelve (12) months.

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Application must be completed in full to be considered.

This position requires pre-employment, post-accident, and random drug screening.

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