



# Animal Welfare League of Alexandria

## POSITION DESCRIPTION

**TITLE:** Chief of Animal Control      **FLSA STATUS:** Exempt

**DEPARTMENT:** Animal Control

**JOB SUMMARY:** Responsible for the overall management of Animal Control services provided by the League through contract with the City of Alexandria. These duties include supervising Animal Control Officers, overseeing the handling of calls for field services, providing and obtaining training for Animal Control staff and other staff as needed on best practices, communicating with the Alexandria Police Department and Dispatch to provide field services that meet the needs of Alexandria residents, interfacing with the City Attorney's office about animal related cases and coordinating AWLA's disaster response program.

### ORGANIZATIONAL RELATIONSHIPS:

This position is supervised by: Executive Director

The position identified below report to this position: Animal Control Officers, Emergency Technicians

### ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:

#### Administration:

1. Manage the Animal Control Division in an efficient and professional manner, and in compliance with League policies
  - a. Maintain and distribute timely, accurate and complete records and reports, as required by regulatory entities and the League
  - b. Develop and submit division budget and keep division expenditures within budget
  - c. Ensure that division policies procedures, and guidelines are updated, in compliance with relevant regulations, responsive to League needs, and adhered to by Animal Control staff
  - d. Be able to create narrative and statistical monthly reports of division activities
  - e. Ensure adherence to financial policies and procedures
    - i. Budget adherence
    - ii. Timely approval and submitting of departmental invoices
2. Supervise, mentor, and evaluate Animal Control Officers on a daily basis and hold regular staff meetings
3. Prepare schedules for officers to ensure proper coverage is obtained on a weekly and monthly basis and be fully responsible for making sure all hours of duty, on-call and regular hours, are covered at all times by a fellow officer or League trained employee.

#### Animal Control:

1. Review all investigations in a prompt and efficient manner to assure that work has been completed and the situation has been properly handled
2. Inspect and issue and/or approve the inspection and issuance of City and State regulated licenses and permits

3. Keep up to date on city, state and federal laws regarding animals
4. Coordinate with the Alexandria Police Department regarding any situations that may involve a crime
5. Provide support and guidance to Animal Control Officers in the field
6. Review, train and implement the most effective and humane methods for the control and capture of animals in the field.

#### Training:

1. Assist in the development of staff orientation and training materials as it pertains to Animal Control
2. Provide and monitor job-specific training for Animal Control
  - a. Animal emergency call training
  - b. Commonwealth of Virginia and municipal animal regulations
  - c. Veterinary protocols
  - d. Statistical and legal reporting procedures
  - e. Departmental SOPs
  - f. Animal care and behavior for a variety of companion animals
3. Attend all mandatory training and ensure that Animal Control staff attends training that complies with the State of Virginia's regulations regarding Animal Control Officer educational requirements, as well as learn all the capabilities and features of the Shelter database, Chameleon
4. Provide training to non-Animal Control staff
  - a. Basic animal control laws and regulations
  - b. Handling of calls regarding wildlife and domestic animals

#### Disaster Preparedness:

1. Develop and maintain AWLA emergency preparedness and readiness plans
2. Hold disaster drills with staff and volunteers at least yearly
3. Attend disaster preparedness meeting with appropriate partners

#### Other Duties / Functions as assigned

#### **POSITION SPECIFICATIONS:**

1. Required:
  - a. A high school diploma
  - b. Minimum of three years of law enforcement-related experience
  - c. Minimum of two years of supervisory / management experience
  - d. Demonstrated knowledge of State and municipal codes and ordinances
  - e. Current Virginia state driver's license and insurable driving record
  - f. Ability to receive rabies prophylaxis
  - g. Education/Training
2. Preferred:
  - a. College degree, preferably in law enforcement or behavioral science
  - b. Experience working with animals, including humanely capturing and handling animals in the field

#### **WORKING CONDITIONS:**

1. Indoors in a high noise air-conditioned/heated building, outdoors at shelter, or at various locations depending on nature of emergencies
  - a. When on call situations may involve sometimes unsafe and uncomfortable conditions where exposure to environmental factors such as human or animal violence, disease, traffic, wetness, dust or equipment and machinery pose a risk of injury
2. Equipment use:
  - a. Includes use of PC, laser printer, copy machine, fax machine, telephone, power washer, cleaning supplies, animal control van

3. Work hours:

- a. Work hours will vary, and evening, weekend, and holiday hours may be required based on need

**MENTAL, PHYSICAL AND COMMUNICATION REQUIREMENTS:**

A successful candidate must be able to:

1. Maintain a polite, professional, and informative demeanor with staff members, volunteers, veterinarians, police department officials, attorneys, representatives from other agencies, and the general public
2. Handle exposure to animals, cleaning chemicals, fumes, dust, animal feces, bites, scratches
3. Lift and/or move up to 50 pounds.
4. See close up, distance and have the ability to adjust focus and have normal depth and peripheral vision
5. Sustain a full 8-10 hour day of driving, walking, bending, and physical activity in the field.
6. Enter data in a computer database system and maintain accurate records
7. Ability to approve euthanasia of animals when needed
8. Work alone with minimal supervision
9. Resolve conflicts successfully
10. Communicate clearly, including excellent writing skills and an ability to speak in public.

**COMPENSATION:**

The Animal Welfare League of Alexandria offers an excellent benefits package and competitive compensation. The AWLA provides health care, dental, and vision coverage, a retirement plan, and additional employee benefits. This is an exempt position with a starting salary of \$65,000 annually. Salary will be commensurate with experience.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

APPROVED:

\_\_\_\_\_  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
DATE

PLEASE SIGN:

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

Revised August 8, 2013