

# Los Alamos County

## Job Description and Classification



LOS ALAMOS

**JOB TITLE:** Animal Control Supervisor  
**JOB CODE:** 447  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT/DIVISION:** Police  
**SUPERVISOR:** Staff Services Commander or Designee

### **Position Summary:**

Under general supervision of the Animal Shelter Manager or designee, supervises the day-to-day operations of the Animal Control Officers and animal control functions. Assures that operations are in compliance with federal, state and local laws and regulations. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- Oversees the operations and staff of the Animal Control Officers and animal control functions; prioritizes and assigns tasks and projects; develops and updates administrative policies and procedures in compliance with local, state and federal laws.
- Participates in development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Supervises personnel, including recommendations for hiring, firing, performance evaluation, training, coaching, work allocation, and problem resolution.
- Advises staff concerning quarantine measures and other laws and ordinances governing animals for dissemination to the public.
- Responds to citizens' complaints regarding employees and operational procedures, investigates and writes reports on complaints, and makes recommendations to superiors for disposition.
- Reviews animal control communications and reports and oversees equipment; assists in the preparation and administration of the annual budget relating to shelter operations; and maintains and submits records on animal control activities.
- Assists the Shelter Manager in the maintenance and cleaning of the shelter, ordering supplies, and the euthanizing and disposing of animals.
- Reviews and submits reports concerning county ordinances and other codes related to animals.
- Trains new staff and ensures that all staff are current in required licenses and certifications.
- Assures that standards and rules are followed in conducting day-to-day activities.
- Prepares for and coordinates regular and ad hoc inspections.
- Oversees response to resident calls for service and in the animal shelter; assures that there is timely response to calls.
- Assists the Shelter Manager with adoptions, spay and neuter programs, community outreach, and overall Shelter Operations.
- Assesses equipment needs including purchasing, maintenance, inventory, and disposal.

- Assures accreditation standards are met.
- Demonstrates honesty at all times in his or her official capacity.
- Assists in developing and maintaining department goals and objectives.
- Demonstrates commitment to the department vision, mission, and core beliefs.
- Upholds the Oath of Office
- Recommends and implements disciplinary action as needed.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidentiality of all privileged information.
- Performs other duties as required.

**Minimum Qualifications:**

- High School Diploma or GED.
- Four years' experience as an Animal Control Officer, two of which must have been with the Los Alamos Police Department or six years as an Animal Control Officer.
- Must possess and maintain the National Animal Control Association Level I and Level II certification within one year of placement in the position.
- Must possess, or ability to obtain within first thirty days of employment and maintain a valid New Mexico Class D driver's license.
- Successful completion of thorough background investigation, including FBI fingerprint check.
- Successful completion of the pre-employment physical and psychological exam prior to commencing work.
- Must not have been convicted of a felony or other crime involving moral turpitude.
- Successful completion of the County's Need to Know training within one year of employment.

**Preferred Qualifications:**

- Associate's degree from an accredited college or university.

**Knowledge, Skills, and Abilities:**

- Knowledge of customer service standards and procedures.
- Knowledge of laws and ordinances pertaining to animal control.
- Knowledge of kennel operations and animal control services.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, financial systems, and presentation software (such as PowerPoint).
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in reading, understanding and implementing laws, standards, and instructions concerning animal control policies and procedures.
- Skill in employee development and performance management.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to assist residents who are experiencing emotional situations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to analyze and solve problems.
- Ability to make administrative and procedural decisions.
- Ability to verify data input and correct errors and to format and generate reports.

**Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity. The specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee needs the ability to smell and may frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, carry and climb stairs.

**Work Environment:**

The work environment may involve exposure to hazards or physical risks and requires following basic safety precautions. Work is performed primarily in a professional office setting with a moderate noise level and will include some outdoor work with exposure to loud noises, natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris. Work involves exposure to a large variety of domestic and wild animals with exposure to animals that are agitated or injured and that may attempt to bite or scratch. Evening, irregular hours, holiday, and weekend work outside of normal business hours may be required on short notice.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Reviewed: Revised: 10/12/2012, 3/20/2015, 12/1/2018, 4/9/2024, 03/20/2025