

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #: 3 – Animal/Ranger Supervisor

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs
WORK LOCATION: Animal Shelter **HIRING RANGE:** \$3,921.41 – \$5,371.81/Monthly
DAYS WORKED: Monday – Friday
TYPE OF POSITION: Regular, Full-Time **HOURS WORKED:** 8:00 a.m. – 5:00 p.m.
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

SKILLS & SELECTION TESTING: In-person interview.

ESSENTIAL DUTIES:

Performs administrative and supervisory work necessary to coordinate and supervise the Animal Control/Parks Ranger section of the Parks, Recreation, and Cultural Affairs Department.

Works under the Administrative supervision of the Parks, Recreation, and Cultural Affairs Director.

Exercises supervision over Animal Shelter personnel, Sterilization Clinic personnel, and Rescue personnel.

Maintains responsibility for all animal shelter, animal control, park ranger programs and the sterilization clinic.

Working knowledge of the principles and practices of management, work organization and supervision

Receives incoming calls and non-routine calls for the animal control/ranger program and dispatches appropriate personnel to handle various situations that may arise in a appropriate manner.

Schedules, organizes and directs work plans and reviews performance of the Animal Shelter staff.

Supervises euthanasia program including decisions as to which animals are euthanized .

Performs euthanasia of animals by injection.

Determines health of animals brought to the Animal Shelter.

Trains personnel to humanely perform euthanasia.

Maintains control of euthanasia drugs in the shelter and the sterilization clinic and compiles records as to their use.

Capable of maintaining two state and one federal drug license for use of Schedule II and III drugs.

Assists in the adoption and rescue of animals.

Must follow all city and state ordinances laws pertaining to animal and Park regulations.

Works on short and long term goals for the shelter.

Writes policies pertaining to work done by all personnel.

Supervises field ranger personnel in their dual capacities as Animal Control Officers and Park Rangers.

Dispatches incoming calls for animal control/park ranger concerns.

Schedules personnel for coverage of departmental special events outside the scope of normal duties.

Responds to problems in the field as necessary.

Interviews, selects, trains, evaluates, and disciplines all animal shelter employees.

Prepares budget documents, supervises purchasing and maintains responsibility for all equipment.

pet Handles public relations assignments for all programs supervised including yearly responsible care program in area middle schools.

Works with Law Enforcement agencies to coordinate investigation of Animal and park cases.

Appears in court to testify cases regarding animal control cases.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Graduation from a college or university with an associate's degree in animal science, or a closely related field and six (6) years increasingly responsible experience in animal control, facility management and employee supervision, or any equivalent combination of education and experience will be considered.

Valid New Mexico driver's license with acceptable driving record for the past three years. or state of current residency.

Ability to receive money and make proper change.

Ability to cope emotionally with the euthanasia of large numbers of healthy, unwanted animals daily.

Knowledge of and concern with animals.

Thorough knowledge of animal control ordinance/procedures and animal shelter operations.

Working knowledge of parks ranger operations and proper methods of public relations in recreational setting.

Ability to handle public contact in stressful situations.

Ability to supervise field personnel effectively and continually prioritize field assignments depending upon incoming calls.

Ability to establish and maintain effective working relationships with the Parks Operations, subordinate employees and Administrative public.

Ability to communicate effectively orally and in writing.

Extensive background checks required

This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety program.

TOOLS AND EQUIPMENT USED:

Patrol vehicle, golf cart, animal capture equipment, police radio, first aid equipment, catch poles, leashes, gloves and ropes to handle animals, cleaning materials in shelter maintenance, including chlorine and a steam jenny.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 80 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee occasionally walks and runs alone in outside weather conditions and in the dark. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

Occasionally works out of doors in inclement weather. Operates city vehicle in all types of terrain and weather conditions.

AN EQUAL OPPORTUNITY EMPLOYER M/F