



BOARD OF SUPERVISORS  
First District – William L. Hodges  
Second District – Benjamin J. Edwards III  
Third District – Justin Callett  
Fourth District – Lindsay May Robinson  
Fifth District – Mary Sue Bancroft



# King William County Animal Care Supervisor

<b>SALARY</b>	\$40,772.00 - \$65,235.00 Annually	<b>LOCATION</b>	King William, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	06262024
<b>DEPARTMENT</b>	Regional Animal Shelter	<b>DIVISION</b>	RAS ADMINISTRATION
<b>OPENING DATE</b>	06/26/2024		

## General Description

This is an Essential Personnel Position and attendance is required during all weather extremes or environmental emergencies, to care for animals in the Shelter. Receives direction from and reports to the Animal Shelter Director.

The Animal Care Supervisor (ACS) is the leader of the Animal Care Team, and is responsible for supervising and coordinating the activities of the animal care staff; maintaining a safe and sanitary facility for animals and people in accordance with all statutes, ordinances, and regulations pursuant to the operation of pounds and the sheltering of animals; and lawful, proper, and humane care of animals. This position supervises and leads the 4 part-time Animal Care Technician positions who rotate schedules, to ensure animal care is prompt, thorough and humane. The Supervisor assures that established sanitation and care protocols are followed consistently, and that each animal’s nutrition needs, sanitary housing and medical needs are met on a daily basis. The Supervisor ensures that intake procedures are completed and all routine treatments are provided for and properly documented. Proper performance of duties is essential to preserve the health of animals and to prevent the spread of disease within the shelter. The Supervisor will perform humane euthanasia when necessary. Assists the public when reclaiming, adopting or admitting animals and promotes responsible pet ownership in conversations with customers. This position is knowledgeable about and able to carry out all Animal Care Technician duties.

## Essential Functions

### PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds). Outdoor work in all types of weather is required.

### ESSENTIAL JOB FUNCTIONS

- Oversees daily animal care procedures.
- Trains Animal Care staff in appropriate practices and standard operation procedures.
- Schedules employees to ensure proper staffing and assigns daily duties to Animal Care staff.
- Assist in hiring, coaching, supervision, disciplinary action, and performance reviews of assigned employees.

- Ensures the highest quality of animal care through feeding, watering, socializing, and offering various forms of enrichment. Ensures safe and humane handling of animals.
- Performs routine spot-checks to ensure sanitation of animal holding areas throughout the day to maintain cleanliness.
- Reviews Animal Fact Sheets, intake forms and treatment lists for accuracy.
- Ensures proper stock of supplies and equipment, inventories and procures routine supplies.
- Is certified as a Euthanasia Technician and performs the procedure as necessary.
- Oversees all incoming animals and ensures accurate processing and assessment of each animal with regard to shelter placement, temperament, health status, and shelter care plan.
- Ensures vaccines and medications are administered as directed by our Supervising Veterinarian's written protocol.
- Observes and evaluates animals for signs of illness or injury and reports symptoms to Animal Shelter Director.
- Performs and delegate continual maintenance and housekeeping duties to include minor repairs and upkeep of the Shelter workrooms and public areas.
- Reports equipment failure or facility problems to the Animal Shelter Director.
- Assists in departmental planning of goals and objectives and in developing standard operating procedures.
- Ensures medications are administered as prescribed and directed, and verify that animals have swallowed oral medications.
- Ensure health and behavior evaluations are completed on individual animals. Assist in photographing animals for adoption promotion efforts.
- Ensure animals in need of special attention are bathed and groomed.
- Monitor visitors to the Shelter for the safety of citizens and animals.
- Assist customers who are seeking lost pets, those interested in adopting, or those surrendering a pet. Respond to questions about the adoption process and specific animals. Assist customers in reclaiming their animals, or in completing adoption applications.
- Shall perform Animal Care Technician tasks as needed.
- Assist in implementing employee and volunteer training and growth opportunities.
- Maintains overall shelter organization and cleanliness throughout the workday.
- Requires ability to read, understand, and explain standard operating procedures and health care protocols.

### **ADDITIONAL JOB FUNCTIONS**

- The Animal Care Supervisor is responsible for observing how animals interact with various people and other animals. They shall advise the Animal Shelter Director regarding any animal that is unusually withdrawn or that displays aggression towards people or other animals.
- Assist in the development of enrichment needs for individual pets, and trains Team Members in providing these needs.
- Assist in the training and development of Shelter volunteers.
- Assist in presenting educational programs on responsible pet ownership, spay/neuter, etc. Assist with office/clerical tasks as may be required.
- Performs related shelter duties as required.

### **Knowledge, Skills, and Abilities**

Animal care or animal husbandry training and experience that demonstrates the required knowledge, skills and abilities to perform each essential job function satisfactorily. Leadership skills and ability to communicate effectively with staff members. Knowledge of supervisory practices and principles. Experience and skill in both verbal and written communication. Ability to identify animal species, breeds, ages and sexes. Ability to identify signs of animal illnesses, diseases and injuries. Ability to manage and prioritize multiple tasks.

### **Education, Training, and Experience**

Requires a high school diploma or GED equivalent. May be required to obtain applicable certification(s) as deemed necessary by the County. Must possess a valid State driver's license.

All King William County employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.\*\*

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**Agency**

King William County

**Address**

180 Horse Landing Rd.

King William, Virginia, 23086

**Phone**

(804) 769-4968

**Website**

<https://www.kwc.gov/>