

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB458 Animal Control Program Manager
POSITION #/TITLE: 2575 Animal Control Program Manager	Adopted: 06-09
	Revised: 05-14

POSITION DESCRIPTION

Dept: Police	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 15
Reports To Position #/Job Code #/JC Title: 0414/NB127/Police Captain	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Very Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Respirator, Safety Glasses, Hearing Protection, Hand and Face Protection	

General Statement of Duties

Manages the City's animal control programs and activities; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of Animal Control Program Supervisor, Animal Control Officers, Animal Control Maintenance Workers, administrative staff and volunteers.

Examples of Essential Work (Illustrative Only)

Plans, organizes and manages the City's animal control programs and activities;
 Manages department work, project and personnel activities of the Animal Control Division;
 Manages the strategic planning, policy development and data collection and reporting activities of the division;
 Oversees the preparation and monitors the activities of the operational and improvement budgets;
 Manages the development of plans, programs and development projects relating to animal control projects;
 Develops and delivers reports and presentations to Police Captain and public groups concerning policies, projects and programs;
 Explains programs, negotiates contracts, and develops alternative funding activities and sources;
 Reviews and analyzes methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in operational and program activities;
 Monitors program and project specifications, and develops departmental purchasing recommendations for Police Captain;
 Inspects projects and problematic situations to determine what work is needed and how it best may be accomplished;
 Manages record keeping and supervises the preparation of necessary reports;
 Researches and responds to public inquiries concerning division activities and policies;
 Serves as division spokesperson and news media liaison;
 Develops and delivers presentations and attends meetings, conferences and workshops as requested and authorized;

Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Attends mandatory training sessions;
Supports City's continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of animal control and containment business management, including strategic planning, budgeting and personnel administration;
Comprehensive knowledge of current applicable state and local laws, rules and regulations for animal control, containment and euthanasia operations;
Comprehensive knowledge of animal control and containment rate structuring and setting principles, practices and techniques;
Ability to plan, organize and manage animal control and containment projects;
Ability to read and interpret veterinarian and laboratory specifications and contracts;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, state and local elected officials, veterinarians, laboratory service providers and the public both orally and in writing, using both technical and non-technical language;
Ability to handle confidential information with tact and discretion;
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing animal control rate structures, control proposals, laboratory specifications and veterinary terminology;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, veterinary science or other related field; and
Considerable experience in animal control operations and management; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Certified Euthanasia Technician.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect a wide variety of animal control and containment programs and review a variety of written materials;
Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;
Sufficient personal mobility, which permits the employee to inspect animal control field operations and projects.