

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: Animal Control Supervisor

Department/Division:	Sheriff's Office	Range: 26
Salary:	\$17.7981/hr. - \$26.6972/hr.	
Position Status:	Full-Time/ Classified	
FLSA Status:	Exempt	
Closing Date:	November 6, 2020	
Job #:	10-2020-005	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

To manage, coordinate, and supervise the Animal Control Section and to ensure the enforcement of animal control ordinances.

Essential Job Functions:

- Coordinates and supervises the activities of the Animal Control Section; develops, revises and interprets rules, regulations, and procedures to administer provisions of animal control codes and/or ordinances;
- Performs independent investigations or responds to citizens' complaints of animal related nuisances and violations of animal ordinances; investigates animal bite cases and locates, quarantines and observes animals for symptoms of rabies and other diseases;
- Gathers evidence and information, prepares reports for the Santa Fe Animal Shelter and related agencies; appears in court to testify regarding violations; supervises, evaluates, and trains subordinate personnel;
- Provides informational services to the public on animal control rules, regulations, and ordinances; assists in budget preparation; may patrol assigned areas by motor vehicle to enforce animal control ordinances;
- Maintains inventory of field and office supplies; attends staff meetings; maintains animal control vehicles;

- Restrains animals during protective custody cases and accidents; performs educational workshops for area students; and assists in directing traffic and retrieval of animals during protective custody cases.

Knowledge / Skills :

- Extensive knowledge of animal collection and control methods; of regulations and ordinances related to animal control; of proper methods in the care and handling of animals and of investigative methods and techniques.
- Ability to operate a motor vehicle and animal control devices such as traps, leads, nets and catch-all's; to read and interpret laws and regulations accurately and understand terms.
- To effect equitable solutions and legal compliance through the application of persuasiveness, diplomacy and tact; to enforce ordinances and regulations firmly, tactfully and impartially; to establish effective working relationships with the public, co-workers, and officials; and to communicate effectively both verbally and in writing.

Minimum Qualifications

- High school diploma or equivalent plus three (3) years of education, inspection, investigations and/or experience in the field of animal care or control, law enforcement experience, or two (2) years of general supervisory or management experience.

Working Conditions:

Work is performed in an office setting and outside in varied weather conditions. Work schedule may include evening, weekend and holiday hours. Requires strenuous physical exertion, including walking, sprinting or running, bending, twisting, squatting, stooping, kneeling and reaching, must be able to lift 50 to 100 lbs. Manual dexterity is required. May be subject to bruises, cuts, animal bites, and infection. May be subject to exposure of diseases, strong scents, and loud noises.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Revised: 03/21/2018
Updated: 09/26/20202