

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
7I**

**DATE LAST PRINTED:
September 20, 2011**

JOB TITLE : KENNEL SUPERVISOR

709N

Summary of Responsibilities

Under direction of the Animal Services Director or Deputy Director, supervises kennel technicians, in the care of all impounded animals to prevent and control disease. Maintains and prepares records and files and reports.

Illustrative Examples of Work

1. Supervises kennel technicians and public service workers assigned to Animal Services.
2. Assists veterinarian with examinations, vaccinations, medicating, or euthanizing sick animals that includes handling drugs and hazardous materials.
3. Prepares specimens to send to Lab for rabies testing.
4. Supervises and assists in the cleaning and sanitizing of the kennels.
5. Educates, vaccinates and provides pet therapy for animals owned by disabled citizens.
6. Maintains inventory and orders all necessary supplies for kennel.
7. Supervises and provides care and feeding of animals to prevent and control diseases.
8. Maintains records and prepares reports as required.
9. Performs all duties in accordance with County policies and procedures.
10. Performs other duties as required or assigned.
11. Regular attendance is required, overtime as needed/scheduled.

Education and Experience

- Requires completion of four years of high school or general education diploma, a college degree is preferred, and at least one-year experience in an animal related field, and at least two years of previous supervisory experience; or any equivalent combination of education and experience.
- Requires knowledge of safety practices concerning the handling of animals.

Abilities

- Requires excellent verbal and written communication skills.
- Ability to perform euthanasia both physically and emotionally.
- Requires the ability to remain calm and decisive under stressful situations. Requires the ability to establish priorities under critical timelines.
- Requires the ability to prepare a complete and accurate/detailed records and reports.
- Requires ability to establish and maintain satisfactory working relationships with fellow employees and the general public.
- Must be available and able to work various shifts, including nights, holidays, and weekends; work on an on-call basis; work irregular job assignments.
- Requires ability to move up to 75 pounds.
- Requires preventive rabies vaccination.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.