



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Animal Control Officer - Chief  
(29180)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Department of Animal Control  
(15)*

**Revision Date:** January 2008

**General Description:** This is an executive level position. The incumbent is a Department Head and performs difficult and complex tasks to enforce the laws and ordinances concerning the treatment of animals within the County.

**Organization:** The Animal Control Officer - Chief reports to the Assistant County Administrator and directly supervises the Animal Control Field Supervisor, Kennel Attendants, and administrative support staff.

### **Essential Functions:**

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Develops department budget and monitors expenditures.
- Manages the Hanover County Animal Pound, maintaining equipment and facility.
- Performs protective service and routine administrative work in the enforcement of ordinances related to Animal Control.
- Receives and investigates citizen complaints related to Animal Control.
- Implements educational programs to organizations concerning different animal control projects.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
  - May be exposed to hostile animals and animal diseases
- B. Environment
  - Office - Primary
  - Field
- C. Physical Effort
  - Minimal
- D. Exempt
  - No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Requires a thorough knowledge of the laws, ordinances and regulations governing the control of dogs and the protection of livestock and fowl. Must have a thorough knowledge of the care, control and handling of dogs and other animals. The ability to recognize rabies symptoms and knowledge of methods and procedures to be followed, required. Knowledge of the county's geographical layout, preferred. Must be able to establish and maintain successful working relationships with department heads, County staff, and the public. Computer literacy preferred.

**Education, Experience and Training:** Bachelor's degree required with at least seven (7) years of related experience involving the care of animals and interacting with the public; Experience should demonstrate progressive leadership with at least two (2) years of supervision – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Pre-employment Physical Examination/Drug Test/Alcohol Screening and repeated in accordance to policy thereafter
- Twelve-month probationary period
- Work beyond normal work schedule
- Essential staff designation
- Uniform provided