



Stephen D. Bear  
County Administrator

## County Administrator's Office

340 South Sixth Street  
Wytheville VA 24382-2598  
Telephone (276) 223-4500  
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**Position:** Animal Control Supervisor/Special Police Officer

**Department:** Animal Control/County Administration

**Function:** Serves as Animal Warden in the enforcement of the animal laws and as special police officer in the enforcement of State and County litter and blight laws. Responsible for Animal Control and Litter Control which includes scheduling and supervision of animal control and code enforcement staff, operation of the County animal shelter, record maintenance and accountability for assigned budget. This position is exempt from overtime, and will work a rotating on-call schedule with staff.

### Job Content:

Serves under office of the County Administrator and is appointed to administer State and County Laws.

- Supervises and patrols the county both proactively and in reaction to violations of State and County laws regarding animals, litter, property maintenance, blight and other violations which may imperil the health, safety and welfare of the County and its residents.
- Enforces dog licensure; captures and holds stray dogs while determining ownership, maintaining records of all stray activity; houses and boards animals whose owners cannot be immediately identified; boards sick and vicious dogs; works with rescue partners, animal adoption agencies and individuals to facilitate individual adoptions and out-placements. Sets procedures for, applications and records of adoptions, compliant with state code and local ordinances.
- Writes summonses for violations of animal, litter, property maintenance, blight and other State and County Laws and makes arrests if necessary.
- Provides for such veterinary evaluation and care as may be necessary for stray animals; administers such medications and vaccinations as may be required to safely keep, hold and adopt out animals.
- Receives complaints from citizens regarding violations of animal, litter, code enforcement, property maintenance and blight codes and investigates accordingly. Reviews, investigates and resolves situations regarding dog bites and attacks as referred by the Health Department and law enforcement.
- Prepares written monthly activity report for the County Administrator.
- Works with the Virginia Department of Health as needed to detect, test and prevent the spread of rabies, parvo and other blood- and fluid-borne animal diseases and pathogens.
- Hires, manages, schedules, supervises, coaches, trains, evaluates and terminates animal control and code enforcement staff.

- Manages budget, operations, paid and volunteer staffing, physical plant, inspection and cleanliness of the County animal shelter.
- Monitors and implements state legislative changes to animal control code, procedures, operations.
- Establishes and maintains positive working relationships with rescue agencies, volunteers, law enforcement and town agencies to ensure best outcomes for the highest possible number of animals.
- Supervises investigation and processes all claims for livestock damage.
- Engages in public speaking, public education and public outreach to a variety of public audiences in support of the Department and the County. Attends public meetings as required to meet the expectations of the County.
- Works to maintain the facility's record of low incidences of euthanasia.
- Truthfully testifies in court to the facts of cases in support of charges placed.
- Works with 911 Dispatch
- Performs any duties designated by the Board of Supervisors or County Administrator not specifically described in this job description.

**Education:**

Completion of a standard high school course preferred, and one year of public contact experience. Additional experience may be substituted for education on an equivalent time basis. Should be certified in animal control. Candidates with higher law enforcement certifications encourage. Must engage in relevant continuing education and attend animal control in-services and trainings compliant with state code.

**Knowledge/Acceptable Experience:**

Good social and general intelligence.

Thorough knowledge of applicable State and Local Laws and law enforcement procedures.

General knowledge of the area in which the regulations apply and boundaries in existence.

Comprehensive knowledge of the tools used in the capture and confinement of animals.

Knowledge of the hazards involved in this profession.

Knowledge of the methods of euthanasia and the approved uses of those methods.

Knowledge of animal ailments and diseases.

Visual and mental ability to read and comprehend laws, regulations, and information.

Overall good physical condition, as the position requires the ability to lift, push, pull, guide and coerce animals into vehicles and trailers for transport, holding and treatment.

Proficient in use of social media.

**Special Requirements & Tools:**

For the health and safety of the employee, a rabies vaccination will be required.

The employee will be issued a marked county vehicle and fuel card for use in official duties.

Employee must possess an acceptable and safe driving record.

Demonstrated proficiency in use of firearms, less-than-lethal, and non-lethal deterrents.