

## ANIMAL WARDEN SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises animal wardens; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level employee, the incumbent of this class is responsible for supervising and training animal wardens; performing clerical and record keeping tasks to support the animal warden position.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs and supervises the work of Animal Wardens by review of their log sheets, travel time, police reports;

Discusses progress of work with Animal Wardens and develops, modifies and/or implements procedures regarding animal warden work;

Maintains records and composes periodic reports of complaints and seizure and trapping compilations;

Receives and verifies subordinate employee records such as time sheets and leave time;

Maintains an inventory of supplies for animal warden personnel to ensure adequate equipment is on hand;

Performs animal warden duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the laws and ordinances of the State of New York relating to the licensing and control of dogs and other animals; working knowledge of the principles and practices of supervision; ability to prepare written material; ability to plan, direct and supervise the work of subordinate employees; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) two years of experience as Animal Warden; or (b) two years of work experience in the care and handling of dogs or small domestic animals; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment.

Towns, Villages,  
Cities of Rye & Peekskill  
J. C.: Competitive

Job Class Code: O158