

**DISTRICT SUPERVISOR ANIMAL SERVICES – 4320
TASK LIST - 2025**

Planning and Related Activities

1. Monitors work of subordinate supervisors and employees under the District Supervisor's supervision by means such as reading reports of investigations and other activities; reviewing records such as licenses issued, animals impounded, rabies vaccination programs, and fees collected; reading and revising and/or approving letters and other documents prepared by subordinates; and observing condition of work areas and interaction of employees with coworkers and with the public in order to ensure that necessary work is performed efficiently.
2. Coordinates activities affecting the entire Department such as capital improvement projects, maintenance of physical stores, in-service training programs, and public education on humane care of animals by means such as receiving and dispersing information; monitoring status of the program or project by reading logs and routine reports and by personal observation, and making regular reports on status of projects and/or services to Department management for distribution to all districts in order to ensure consistency in departmental services.
3. Drafts proposed annual budgets for the District using information such as subordinates' reports and/or recommendations, previous budgets, reports of the condition of shelters and equipment, and information from Department management in order to plan for appropriate levels of services in the District.
4. Reads and comments on or recommends proposed changes in Department of Animal Services procedures and/or policies in order to improve quality and efficiency of Department services to the community.
5. Plans for care of and problems with domestic and/or wild animals in a disaster or major emergency by attending meetings with Fire Department and Police Department personnel and by identifying geographical regions where additional staff are likely to be needed because of high populations of domestic animals or proximity to undeveloped land in order to provide appropriate disaster response.
6. Analyzes and predicts probable effects of proposed changes in legislation affecting the Department of Animal Services, including changes in legislation affecting care and control of animals by City residents in order to prepare Department management for changes in workloads and/or required changes in facilities.

Administration

7. Writes narrative material such as letters, memos, and reports on matters such as budget recommendations, progress reports, investigation of complaints, or

recommendations for improvement of animal regulation and care programs to recipients such as Department management, other government agencies , and/or appropriate Boards in order to provide information to Department management and other interested parties and/or to coordinate work with other Animal Services districts and/or other agencies.

8. Reads, comments on or revises, and approves narrative material prepared by subordinates such as letters, memos, and progress reports to Department management, other government agencies, and/or appropriate Boards in order to provide information to department management and other interested parties and/or to coordinate work with other Animal Services districts and/or other agencies.

9. Receives and investigates complaints, either personally or through subordinate supervisors, about matters such as mistreatment of animals, behavior of Department staff, or Department policies in order to resolve problems and to provide appropriate service to City residents.

10. Reads reports of investigations and takes appropriate action such as recommending changes in Department policies or assigning additional personnel to a particular area in order to resolve problems and to provide appropriate service to City residents.

11. Holds and/or attends meetings with Department management, other government agencies, subordinates, and other interested parties regarding need, cost, time required, and urgency of problems to be dealt with in order to make recommendations such as expansion of special programs and budget requests.

12. Holds and/or attends meetings with Department management, other government agencies, subordinates, and other interested parties regarding proposed changes in regulations relating to keeping and treatment of animals in order to make informed recommendations for or against the changes and/or to suggest revisions.

13. Holds and/or attends meetings with Department management, other government agencies, subordinates, community groups, city residents, and other interested parties regarding matters such as enforcement of regulations relating to keeping and treatment of animals, interagency cooperation and coordination of work, or special programs in order to promote understanding of Department services and activities, compliance with regulations, and/or to act as liaison with other groups.

14. Participates in negotiations with employee organizations and in the meet and confer process by reading background materials, attending meetings, and/or by discussing progress toward desired outcomes with Department management in order to arrive at agreements satisfactory to all parties.

15. Acts as Director of Field Operations (DFO) of the Department in the person's absence by performing the administrative duties of that position in order to provide continuity of Department management functions.

Communication

16. Discusses such matters as work assignments, schedules, and problems with Department management, subordinates, and others for such purposes as exchanging information and giving instructions in order to ensure consistency in Departmental processes and procedures.

17. Keeps informed of new types of equipment and work techniques by reading professional journals, through conversations with manufacturer's representatives or other knowledgeable individuals, attending conferences, and/or similar activities in order to make recommendations about new equipment, and/or to recommend new techniques and/or training to subordinates.

18. Makes formal presentations to groups such as the City Council, other City departments, other government agencies, and community groups in order to gain understanding, acceptance, and/or support of the Department of Animal Services, and proposed programs.

Safety

19. Informs subordinates (and members of the public, as needed) of safety procedures by arranging for distribution of materials by subordinate supervisors and/or posting notices and speaking personally to individuals and staff meetings in order to avoid personal injury or damage to City property.

Supervision

20. Holds regular meetings with senior staff to provide, transmit, and/or exchange information, discuss work assignments, and/or provide direction and guidance in order to ensure consistency in departmental services.

21. Completes performance evaluations for subordinate supervisors and reads or reviews and approves performance evaluations for other employees prepared by subordinate supervisors in order to comply with good personnel practice and City requirements for regular evaluation of employees.

22. Discusses personnel problems with City Personnel Department Staff and Director of Field Operations, considers their recommendations, and makes reports on these matters to the Department management when required, in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and memoranda of understanding.

23. Disciplines employees by following Departmental progressive disciplinary procedures including counseling, documenting steps taken, issuing "Notices to Correct Deficiencies, and recommending to Department management that formal disciplinary procedures be initiated, in order to maintain high standards for work and behavior of employees.

24. Monitors overall productivity of staff and functioning of centers by periodically reviewing information such as reports of activities of the center, financial reports, and

reports of resolution of unusual problems in order to provide regular reports and other information to Department management when requested.

25. Receives grievances forwarded by the immediate supervisor of the grievant, receives guidance from City Personnel Department Staff, meets with the grievant if the grievance cannot be resolved by the immediate supervisor, and makes reports on these matters to the Department management in order to comply with good personnel practice and other requirements such as City and Department policies and regulations and memoranda of understanding.

26. Interviews prospective employees for positions supervised by the District Supervisor such as Senior Animal Control Officer, Senior Animal Care Technician, and Senior Clerk Typist in order to evaluate their qualifications, experience in type of work desired, and other requirements for work in City Departments in order ensure departmental vacancies are filled with the best qualified candidates.