

**Agency Members**

City of Campbell  
 City of Monte Sereno  
 City of Mountain View  
 City of Santa Clara  
 Town of Los Gatos

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JOB DESCRIPTION

**FIELD SERVICES MANAGER**

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| <b>THE POSITION</b>                             | <p>Under direction from the Executive Director, the Field Services Manager performs field animal control work in accordance with state laws, city and county ordinances and provides humane care of animals in custody. Performs complex animal control work and supervises the Animal Control Officers. This is an at-will position.</p>  |
| <b>EXAMPLES OF DUTIES</b>                       | <ul style="list-style-type: none"> <li>◆ Supervise day-to-day field operations.</li> <li>◆ Assist in the training and evaluation of subordinate Animal Control Officers.</li> <li>◆ Handle personnel issues such as conducting regular, timely performance reviews and properly deal with performance issues.</li> <li>◆ Develop work schedules.</li> <li>◆ Order and maintain supplies.</li> <li>◆ Safely euthanize animals by injection in emergency situations.</li> <li>◆ Investigate dangerous dog cases and prepare cases for administrative hearings.</li> <li>◆ Investigate animal cruelty and prepare cases for prosecution.</li> <li>◆ Maintain records and reports.</li> <li>◆ Provide Animal Control duties as required.</li> <li>◆ Perform related duties as assigned.</li> </ul>   |
| <b>ESSENTIAL JOB FUNCTIONS and REQUIREMENTS</b> | <ul style="list-style-type: none"> <li>◆ Must have three years of supervisory or management experience or its equivalent in an agency with the aforementioned responsibilities.</li> <li>◆ Must have completed POST course on Laws of Arrest, Search and Seizure (832 PC) or ability to complete within six months of employment.</li> <li>◆ Must have completed California Animal Law Enforcement Training Academy or ability to complete within one year of employment.</li> <li>◆ Must hold a California State Euthanasia Certificate along with demonstrated ability and skill in humane euthanasia techniques or ability to obtain certification within six months of employment.</li> <li>◆ Must have knowledge of state and federal humane laws, city and county ordinances and regulations.</li> <li>◆ Must have a high school diploma, G.E.D equivalency, or a high school proficiency certificate.</li> <li>◆ Must have knowledge of basic animal handling, care, habits and behavior.</li> <li>◆ Must have the ability to deal courteously and tactfully with individuals who are in violation of animal control laws.</li> <li>◆ Must have the ability to communicate effectively both orally and in writing.</li> <li>◆ Must possess a valid California driver's license with a clear driving record and be insurable.</li> <li>◆ Will work both indoors and outdoors in all weather conditions during daylight and after dark.</li> <li>◆ Will be exposed to loud noise, offensive odors, chemicals, animal parasites and excreta.</li> <li>◆ Will work with healthy, sick, dead and fractious animals.</li> <li>◆ Will work with difficult and irate customers.</li> <li>◆ Will be required to stand or sit for long periods of time, climb fences/ladders, walk, reach, frequent bending and stooping, lift and carry up to 75 lbs. without assistance.</li> <li>◆ Will perform euthanasia which may cause physical or emotional stress.</li> <li>◆ Must work rotating shifts, weekends, holidays, overtime and be on-call after hours as needed.</li> </ul> |