



ANIMAL SERVICES SUPERVISOR

POLICE DEPARTMENT

Would you enjoy working in a fast-paced environment where your exceptional supervisory and management skills would be utilized to provide a productive and harmonious work environment? Then, Fremont Animal Services may be the place for you!



**First review of applications:
April 18, 2018 at 1 p.m.**

Interested candidates are encouraged to apply immediately

Tentative Recruitment Schedule

First Review of Applications: April 18, 2018 —1PM

Second Review of Applications: May 01,2018—10 AM

Written Exam: May 09, 2018

Oral Board Interviews: May 09, 2018

ABOUT US

Fremont is well-managed and innovative city, and has recently generated national attention by placing in Money Magazine's top 50 "Best Places to Live 2016" in the country, and ranking 4th on the "Most Family Friendly" list of California cities by Estatefy. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 231,664 residents. As a full service city, Fremont employs over 915 regular employees and has a General Fund budget of \$192.2 million for the 2017-18 fiscal year.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. Think Fremont!

Fremont Police Department—Administrative Operations Division—Animal Services Unit

Fremont Animal Services is responsible for providing care to lost and injured animals as well as protecting the public from animal-carried diseases. The Animal Services Supervisor responds to animal-related calls for service from citizens of the City of Fremont as well as oversees the care of animals being sheltered. We promote responsible pet ownership and provide licensing services for pets. The Animal Services Supervisor is responsible for supervising four (4) Animal Services Officers and fourteen (14) hourly employees. The Animal Services Supervisor reports directly to the Animal Services Manager.

THE POSITION

As a member of the Police Department's Animal Services team, the Animal Services Supervisor will supervise and participate in the work of the animal shelter section. This position may be required to work weekends, holidays, and rotating shifts; respond to emergency animal services assignments during off-duty hours.

Example of Responsibilities

- Organize, schedule, assign, review and participate in the performance of work.
- Evaluate and discipline assigned staff.
- Provide technical training in laws, rules, regulations, processes and procedures related to the administration of the City's animal services program.
- Review operations, field developments, and productivity records.
- Monitor work for adherence to professional and mandated standards, completeness, accuracy and timeliness.
- Investigate state and municipal code violations in the area of animal service and take enforcement action.
- Provide input in the budget process.
- Prepare complex written reports.
- Coordinate the activities of volunteers assisting with animal shelter operations.
- Supervise the care and euthanasia of animals.
- Participate in the recruitment, examination and hiring process.
- Other duties as assigned.



CANDIDATE PROFILE

Knowledge of: laws, rules, and regulations related to animal control activities and animal shelter maintenance; kennel hygiene and cleaning methods; animal euthanasia by injection; symptoms of rabies and other animal diseases and methods for treatment of such diseases; animal and insect behavior, vector habitat recognition and principles of sanitation; report writing; court and administrative hearing procedures. Skill to: operate radio dispatching equipment; lift and carry live and dead weights; use a tranquilizer gun; administer medication using pills, liquids and needles; operate a motor vehicle. Ability to: plan, organize, supervise and participate in the work of other animal services staff; participate in the hiring process; conduct performance evaluations; recommend, sign, and implement discipline; train subordinates; receive and respond to public service requests; communicate effectively with individuals from a variety of ethnic and socio-economic backgrounds; read and prepare complex technical reports.

Education & Experience

Any combination of education and/or experience which has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: education and experience equivalent to college level course work in Administration of Justice, Animal Health Technology or related fields, and four years of progressively responsible animal control experience with a city, county or humane society. Experience as a lead worker and/or supervisor and/or a two-year college degree in Animal Health Technology or Administration of Justice is highly desirable.

This classification requires possession of a Class C Driver License. Completion of a Penal Code 832 course, Euthanasia Certification and State Humane Academy are required within the first 12 months of employment.

COMPENSATION & BENEFITS

The monthly salary is \$5,363.50 to \$6,519.37 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,081.95 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a City of Fremont Employee Association (CFEA) represented position with a probationary period of twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: [City Jobs](#)

The process may include a written exam, a personal history questionnaire, individual and/or panel interviews, a rigorous background investigation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. **The City of Fremont is an Equal Opportunity Employer.**



Tentative Recruitment Schedule

First Review of Applications: April 18, 2018 —1PM

Second Review of Applications: May 01, 2018—10 AM

Written Exam: May 09, 2018

Oral Board Interviews: May 09, 2018

ANIMAL SERVICES SUPERVISOR - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Animal Services Supervisor position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Animal Services Supervisor. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of supervisory experience do you have?
 - None
 - Less than 1 year
 - 1-2 years
 - 2-3 years
 - 3-4 years
 - 4 or more years
2. How many years of full-time experience related to the interpretation and enforcement of animal laws or codes have you completed?
 - None
 - Less than 1 year
 - 1-2 years
 - 2-3 years
 - 3-4 years
 - 4 or more years
3. How many years of paid animal shelter work have you completed?
 - None
 - Less than 1 year
 - 1-2 years
 - 2-3 years
 - 3-4 years
 - 4 or more years
4. Do you have experience working for a California public agency at the state or local level?
 - Yes
 - No
5. Do you possess a valid California driver's license? (A 4 year driving history DMV printout will be required at the time of interview)
 - Yes
 - No
 - No, but I have the ability to by time of appointment.

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4660

