

**CITY OF CRANSTON DEPARTMENT
OF PERSONNEL
ANNOUNCES AN OPEN AND COMPETITIVE CIVIL SERVICE EXAMINATION
FOR ANIMAL SHELTER MANAGER/ANIMAL CONTROL SUPERVISOR**

STARTING SALARY: \$ 56,733.95

Applications must be received on or before 4:30 PM, Friday, **April 22, 2022**, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded from www.cranstonri.gov Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
2. Email: awhite@cranstonri.gov
3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910

***Zip recruiter candidates must also submit the City of Cranston application to be considered for the position. The time and place of the examination will be announced by email. You must provide an active email address that you regularly monitor for messages.**

SUMMARY: Will be responsible for the overall operation of the Animal Shelter by performing management duties including budget and purchasing procedures to assure efficient operations, perform animal control /enforcement duties and supervise two (2) animal control officers and one (1) kennel custodian/adoption coordinator. The Animal Shelter and Animal Control Supervisor is under the supervision of the Chief of Police of the Cranston Police Department or his/her designee.

- Must have knowledge and experience in the care of animals and have knowledge of animal behavior and breed identification.
- Shall investigate reports of stray, dangerous, unwanted, or improperly controlled animals.
- Shall investigate cases of animal neglect and take appropriate action.
- Must have the ability to handle animals in a firm, but humane manner and have basic knowledge of animal care and health.
- Shall seize and impound all animals that are running at large, injured, or deceased, dangerous or otherwise in violation of City Ordinance or State Law.
- Shall have the authority to humanely euthanize animals when circumstances warrant.
- Ability to catch stray animals, including some that are of a vicious or unruly nature under sometimes stressful conditions.
- Must possess interpersonal skills in communicating with colleagues, superiors, and members of the public.
- Must be able to meet and deal with the public in a courteous, professional, and effective manner.
- Shall maintain and be responsible for all city and department equipment issued to him/her, including animal control vehicles.
- Assist the public with all types of animal complaints and have knowledge of referral agencies.
- Must have a valid driver's license in order to lawfully operate city animal control vehicles in order to carry out the animal control duties.
- Enforce and understand the Ordinances of the City of Cranston, General Laws of the State of Rhode Island
- Conduct investigations, follow-up or supplemental investigations that are referred to the Animal Control Division by the police department or other referring city departments.
- Prepare information for cases to be heard by the court – i.e., vicious dog hearings, animal neglect cases, animal abuse cases, etc.
- Issue summons 'and testify, as necessary, in cases of animal abuse, neglect, etc. and at vicious dog hearings.

- Regularly participate in meetings with other members of the Animal Control Division and exchange ideas and suggestions designed to improve the working conditions of the division.
- File detailed reports and records of all complaints, investigations, violations, and records mandated by law, and any other records or reports as required by state law, city ordinance or police department policy.
- Ensures that the department's budget and purchasing procedures are followed
- Assures the proper handling of money or funds received through the Shelter and maintains financial records of monetary accounts; and ensures that all City of Cranston accounting procedures are adhered to.
- Provide proper and humane treatment of all animals taken into custody, voluntarily or involuntarily, as prescribed by laws, ordinances, and departmental policy. And ensures that records are maintained.
- Makes inspections to ensure that the facility is operating in accordance with RI State Law, division policy and directives to accomplish safe, clean, humane, and efficient operation of the facility.
- Ensures that medication protocol is recorded, and records maintained.
- Assist other city employees and shelter employees in conducting an annual rabies vaccination program.
- Assist veterinarians with euthanasia, as requested and needed.
- Removal of deceased and injured animals, and transportation to veterinary clinics if treatment is a viable option.
- Assist the public with lost or found animals and keep records of reports and inquiries made to the Animal Control Division.
- Have a basic knowledge of computers in order to properly file reports, evidence, or other documentation
- Attempt to locate the owners of lost or recovered animals, also using the assistance of the internet to accomplish these objectives.
- Must be available during off-shelter hours to assist in animal control situations and emergencies that arise outside the normal working hours of the Animal Control Officers.
- Must possess the ability to act independently and exercise discretion in choosing a course of action according to standard animal control operating practices and procedures.
- Assigns personnel, develops schedules and timesheets submitted to the Cranston Police for payroll.
- Coordinates the activities of the volunteer personnel and division functions.
- Trains new personnel/ volunteers to ensure they are kept up to date on new laws and procedures.
- Assist with the cleaning, feeding, and exercising of all animals maintained at the Cranston Animal Shelter.
- Assist in the placement of unclaimed dogs and cats into new homes through the adoption process.
- Assist in the maintenance and upkeep of the Cranston Animal Shelter and any other equipment affiliated with animal control duties and responsibilities.
- When the performance of an Animal Control Officer is unsatisfactory, the ACO Supervisor will take measures through explanations, and referral to next officer in the Department Chain of Command or any other means consistent with the Department Policy of progressive discipline to ensure that the officer's future conduct follows accepted standards. The ACO Supervisor will document all instances of corrective or remedial action taken.
- An ACO Supervisor will immediately inform his/her supervisor when any member of the Animal Control Unit commits a serious breach of the law of Department regulations. Such serious misconduct includes, but is not limited to the following:
 - The commission of any criminal offense.
 - Excessive use of force.
 - Absence without leave.
 - Use of alcohol while on duty.
 - Use or abuse of any prescription medication that would render an officer unfit or unable to perform their duties.
 - Negligent failure to act in conformance to the duties of an Animal Control Officer.
- Be accountable for the actions and omissions of subordinates.
- Implement orders received from those higher in the Chain of Command, thoroughly explaining to personnel within the ACO Supervisors command the content and the effect on existing responsibilities.

- Respond to emergencies, incidents or dispatches as required. Take command of the incident until relieved by an officer of higher rank.
- Ensure that officers of their command complete all reports in a timely manner.
- Inspect the daily log before beginning their tour of duty and familiarize themselves with important matters that have occurred since their last tour of duty and communicate such information to the officers under their command.
- Ensure that all equipment (such as radios, vehicles, etc.) entrusted to the care of officers under their supervision is properly maintained and used in a manner that prevents loss or damage. The ACO Supervisor will ensure that officers sign out for equipment as mandated by various policies and orders to maintain accountability.
- Any other duties and responsibilities as designated by the Chief of Police or his/her designee.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: Six months to one-year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be a certified animal control officer from the National Animal Care and Control Association, or other equivalent organization, as determined by the RISPCA; including completion of the Animal Cruelty Investigations School.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee will be exposed to outside weather conditions. The noise level in the work environment is usually loud.

EXAMINATION:

Examination shall consist of an oral examination that will count for 100% of your final grade. The minimum passing grade will be 70%. Qualified employees will have appropriate seniority points added to a passing score.

PREFERENCE:

Honorably discharged active-duty war veterans who have received a passing grade of 70% on the test shall have five (5) points added to their final grade and disabled active-duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active-duty war veteran must furnish **DD214** when filing application. A disabled active-duty war veteran must submit proof that he/she has been classified by the Veterans Administration.

Applicant must provide **DD214** with application.

VETERAN DATES for ACTIVE-DUTY WAR VETERANS are as follows:

December 7, 1941, to December 31, 1946

June 27, 1950, to January 31, 1955

July 1, 1958, to January 1, 1959

August 5, 1964, to May 7, 1975

August 20, 1982, to December 31, 1987

December 20, 1989, to January 31, 1990

August 2, 1990, to July 13, 1992

September 18, 2001 - A period prescribed by law, an Act of congress or Presidential Proclamation

October 16, 2002 - A period to be prescribed by law, an Act of Congress, or Presidential Proclamation

*The City of Cranston encourages diversity in its workforce.
We are an Equal Employment Opportunity Employer.*