

**Employment Opportunity
Leander Police Department
Animal Control Supervisor**

General Information

The City of Leander is located just north of Austin and is one of the fastest growing communities in Texas, currently serving a population of approximately 34,000 community members. We invite you to learn much more about our community on our website at www.leandertx.gov

The animal control division, which is part of the Leander Police Department Support Services, is currently comprised of two uniformed animal control officers who work diligently to meet the needs of a growing community with evolving service expectations. The position of Animal Control Supervisor is new, and would answer directly to the support services lieutenant. The city does not operate its own shelter, but is proud to be a partner member with the Williamson County Regional Animal Shelter. The animal control supervisor would work with the animal control officers to reduce the number of unwanted stray animals, reducing shelter intake by returning as many stray animals as possible, minimize the threat of animal related diseases, respond to animal cruelty cases, reduce bites and injuries caused by animals and provide public education.

General Duties

This is a full-time, shift position, supervising the animal control department. Day-to-day responsibilities include protecting residents from and educating the community about stray or vicious animals and related diseases, working with the animal shelter partnership; captures, impounds, relocates, and when necessary performs sedation and euthanasia, disposes of animals; and maintains records.

Excellent communication skills needed to handle frequent citizen contact. Must accurately articulate procedures, processes, and regulations to employees and patrons. Ability to handle irate or distressed patrons in a calming manner. Frequently deals with the public; communicates in person and over the telephone; provides information; explains animals control ordinances; obtains information concerning bites; handles irate or distressed citizens in a calm and effective manner. Assists people in the community in a positive, friendly and helpful way regarding pets' at large, lost pets, complaint and about pet behaviors. Address the public in a professional, friendly and attentive manner.

Minimum Qualifications

Applicants must be at least 18 years of age, and have a valid Texas Driver's License. The applicant must have an associate's degree (A.A.) or equivalent from two-year college or technical school; or five years related experience and/or training; one to two years experience as a supervisor; or equivalent combination of education and experience. The preferred education and/or experience is a bachelor's degree (B.A. or B.S.) or equivalent from four-year college or technical school; five years related experience and/or training; two to five years experience as a supervisor; or equivalent combination of education and experience. Must have a Texas Department of State Health Services DSHS basic animal control certification or equivalent. If

licensed with another state, must obtain the Texas DSHS basic animal control certification within 12 months of employment.

Ideal Candidate

Because Leander is a growing community, the Leander animal control supervisor is a high profile position and there is a significant expectation for one-on-one interaction with members of the community and community partners. Honest and regular communication with sensitivity to the views and opinions of a growing and diverse community is imperative. The ideal candidate will have a balanced understanding of animal welfare and community animal management needs.

The ideal candidate will have excellent problem-solving and collaboration skills, as well as experience networking and relationship building with various community partners and animal welfare organizations. A top priority will be preparing the animal control division for the impending growth and helping to develop policies, procedures, and ordinances to meet the needs of this rapidly growing community. The Leander Police Department is a nationally accredited law enforcement agency through C.A.L.E.A. (Commission on Accreditation for Law Enforcement Agencies). The new animal control supervisor should be a strong advocate of industry best practices and have a willingness to accept program accountability for successes and challenges. The supervisor will need to be willing to operate the division with the citywide philosophy of transparent government. There will be many opportunities to develop new programs, streamline existing programs, and creating a division that sets a regional benchmark.

The City desires a well-rounded leader who can encourage and develop staff members to their full potential to maintain a high level of customer service to our community. A calm and even-tempered professional who reacts appropriately in stressful or highly emotional situations and who utilizes innovative and long-term problem solving methods to resolve issues. This will include initiating appropriate volunteer resources to augment programs and public education efforts.

The new animal control supervisor will need to be a strategic thinker and an effective communicator with exceptional organizational skills. With Leander's growth and changing expectations of services, it will be crucial for the animal control supervisor to be comfortable working in an environment with changing and sometime conflicting priorities found in any community with a rapidly changing city. Experience in delegation and flexibility in the allocation of available resources to meet the expectations of a service-oriented operation is critical.

Selection Process

Candidates must submit a Leander Police Department job application by the end of business on March 5, 2014. After acceptance of the written application and the posting has closed, applicants meeting all minimum qualifications will be notified of the date and time of an initial interview. Arrangements can be made for out of region applicants. Successful candidates will be required to complete a written aptitude test, date and time to be announced. This written test will include a written exercise requiring the candidate to read and analyze a memorandum submitted by a subordinate detailing a problem. The candidate will then need to write a response memorandum

to the subordinate and a plan of action memorandum to the lieutenant. These memorandums will be reviewed during the interview board. All portions of the test are timed. Successful applicants will be required to pass a physical agility exam on the same day, which includes lifting 100 lbs and a cage into a pickup bed and a 50 yard run, which must be completed in 12 seconds.

Successful candidates will be given a personal history statement, which will be due 14 days from receipt. The personal history statement requires items such as certified birth certificate; copy of diplomas or GED; certified transcripts; copy of military discharge; credit report (dated within the allowed preparation period); court orders (as appropriate) such as: divorce, legal separation, name change, adoption, and bankruptcy. Documents will not be returned.

Successful candidates must pass an oral board, date and time to be announced. The candidates will be required to prepare ahead of time and then present to the oral board a five minute presentation. The topic will be provided to the candidate at the time the oral board is scheduled.

The top candidates must then pass a criminal background investigation. Top candidates after the oral board and background will then sit for an interview with the chief or his designee. Passing candidates will be placed on an eligibility list for conditional job offers.

The expected duration of the selection process is 9 weeks after the posting closes.

Training after Hiring

Continuing education as required by the DSHS; maintaining certification in euthanasia and chemical capture. Obtains basic instructor license within 2 years of starting position.

Policy on Reapplication

Applicants may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. If disqualified, applicants will be notified of the specific reason for the disqualification.

Salary

The annual salary is \$53,414 plus benefits. Salary determination will be based on qualifications.

Contact Information

Only the Leander Police Department application will be accepted, no city applications will be accepted. Applications can be found on-line at www.leanderpd.com or at the Police Department, 705 Leander Drive, Leander, TX 78641. Please forward applications by mail to Sergeant Luana Wilcox. Application deadline is March 5, 2014 at 5 PM. Equal Opportunity Employment.