



## ANIMAL PROTECTION SERVICES SUPERVISOR

<b>Department:</b>	Animal Protection Services (APS)	<b>Reports to:</b>	APS Director
<b>Probationary Period:</b>	Six months (6)	<b>Supervision:</b>	
<b>Pay Status:</b>	\$22.00 - \$26.00/hr DOE	<b>Classification:</b>	Hourly/Non-Exempt
<b>Hours/Week:</b>	40 hrs	<b>Effective Date:</b>	January 26, 2026
<b>Position Type:</b>	Full Time	<b>Revised Date:</b>	

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to adhere to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent
- Adhere to all professional and ethical behavior standards inherent to the Public Sector
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington
- Possess cultural awareness and sensitivity

### POSITION PURPOSE

The Animal Protection Services Supervisor is responsible for overseeing daily operations of the animal shelter and animal protection field services. This position supervises Animal Protection Services Officers (APOs) and shelter staff, ensuring humane animal care, effective enforcement of animal-related laws, public safety, and compliance with local, state, and federal regulations. The Supervisor provides leadership, training, scheduling, and performance management while serving as a liaison between staff, management, and the public.

### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

#### Supervision & Leadership

- Supervise, train, schedule, and evaluate Animal Control Officers and shelter staff
- Assign daily work activities and ensure adequate staffing for shelter operations and field services
- Provide coaching, corrective action, and performance feedback in accordance with policies
- Lead staff meetings and promote teamwork, professionalism, and accountability

#### Animal Control Operations

- Oversee enforcement of animal control ordinances, including investigations, citations, and impoundments
- Review reports, case documentation, and evidence for accuracy and legal compliance
- Respond to complex, dangerous, or high-profile animal control incidents as needed
- Coordinate with law enforcement, emergency services, and other agencies

#### Shelter Operations

- Ensure humane care, handling, feeding, and housing of animals
- Monitor shelter population, intake, transfers, adoptions, and euthanasia decisions (if applicable)
- Ensure compliance with animal welfare standards, safety protocols, and disease prevention practices
- Oversee sanitation, facility maintenance, and supply inventory



### **Public Interaction & Education**

- Address public complaints, concerns, and escalated cases
- Provide education on responsible pet ownership, animal laws, and shelter programs
- Represent the department at public meetings, court proceedings, and community events

### **Policy, Compliance & Safety**

- Ensure compliance with local, state, and federal animal welfare laws and regulations
- Enforce workplace safety standards, including use of protective equipment and safe animal handling
- Assist with development and implementation of policies, procedures, and training programs
- Prepare operational reports, statistics, and recommendations for management

### **Administrative Duties**

- Maintain accurate records, schedules, and personnel documentation
- Assist with budgeting, purchasing, and resource allocation
- Participate in hiring, onboarding, and training of new employees

## **MINIMUM MANDATORY QUALIFICATIONS**

Experience:	<ul style="list-style-type: none"><li>• Minimum of 2–3 years of experience in a supervisory or lead role</li></ul>
Education:	<ul style="list-style-type: none"><li>• High school diploma or GED required</li></ul>
Licenses & Certifications	<ul style="list-style-type: none"><li>• Valid driver's license</li><li>• Animal Control Officer certification ACO I and ACO II or ability to obtain within required timeframe</li><li>• Euthanasia certification or ability to obtain within required timeframe</li><li>• Ability to maintain certification once acquired</li><li>• Tranquilizer certification within required timeframe</li></ul>
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none"><li>• Strong knowledge of animal behavior, handling, and welfare practices</li><li>• Ability to lead, motivate, and manage staff effectively</li><li>• Strong communication, conflict resolution, and decision-making skills</li><li>• Ability to handle stressful, emotionally challenging, and potentially dangerous situations</li><li>• Proficiency in recordkeeping, and basic computer applications</li><li>• Must be able to work odd hours or overtime on occasion</li><li>• Must be able to travel, sometimes overnight</li><li>• Ability to work standard office equipment</li><li>• Ability to analyze and correct money errors</li><li>• Possess a high level of customer service at all times</li></ul>



## PREFERRED QUALIFICATIONS

- Bilingual skills in the English and Spanish language

## WORK ENVIRONMENT

**Physical Demands:**

- Frequent exposure to animals, including aggressive or injured animals
- Outdoor work in varying weather conditions
- Ability to lift, carry, and restrain animals and equipment (up to 50 lbs.)
- On-call availability for emergencies, nights, weekends, and holidays
- Ability to travel when required
- Possible exposure to zoonotic diseases

**Mental Demands:** There are a number of deadlines associated with this position. The employee must also multi-task with a wide variety of people on various and, at times, complicated issues.



***Disclaimer: The information in this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***

Reviewed by		Title	
Approved by		Title	
Date posted		Date hired	



## ACKNOWLEDGEMENT

I have reviewed the content of the **ANIMAL PROTECTION SERVICES SUPERVISOR** position description and have been provided with a copy of the description. I certify I am able to perform the essential duties, functions and responsibilities of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (Printed name)

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Employee Signature

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Date