



Thank you for your interest in the position of
Animal Control Manager:
Police Department

Enclosed in this packet you will find:

Job Description
Employment Application
Affirmative Action Form

In order to be considered for this position, **complete and return** the Job Description Signature Page, Job Application, and the Application Notification/Release of Information Form. **You should keep this letter and the job description for your personal information.**

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. If you choose to submit it, please include it with your application.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made.

This position will remain open until it is filled.

Applications are forwarded to the appropriate department head for consideration. The department head for this position is Chief Erica O'Bryon.

If you have any questions regarding this packet, please refer them to Human Resources at 806.894.0113. or humanresources@levellandtexas.org.

PLEASE RETURN YOUR COMPLETED APPLICATION TO LEVELLAND CITY HALL, MAIL IT TO PO BOX 1010, LEVELLAND, TX 79336, or EMAIL IT humanresources@levellandtexas.org.

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Class Title: Animal Control Manager

BRIEF DESCRIPTION:

The purpose of this position is to supervise and manage the full operations of the Animal Control Division, including both field services and shelter operations. The Animal Control Manager ensures humane animal care, enforces applicable City ordinances and State animal control laws, supervises assigned staff, and coordinates community outreach and education programs. This position works under the direction of the Support Services Captain and serves as a first-line supervisor responsible for personnel management, administrative duties, enforcement activities, and public engagement. This position also assists with building and managing the financial, operational, and administrative systems necessary to ensure the long-term stability of the Animal Services Division; develops annual goals and standards of care; oversees facility maintenance; manages inventory and equipment; coordinates volunteer and community programs; ensures compliance with State law, contracts, and municipal requirements; and represents the division as a key member of the City's shelter leadership team.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Supervises, trains, schedules, and evaluates Animal Control Officers and Shelter Technicians, monitors performance, policy compliance, and staff development. Directs and supervises all shelter and field personnel, volunteers, and program staff in accordance with City policies, ensuring humane treatment, sanitation, customer service standards, and regulatory compliance.
2	M	Responds to public inquiries, complaints, and service requests related to animal control, shelter operations, and ordinance enforcement; provides information and conflict resolution. Acts as primary point of contact for citizen concerns, rescue organizations, contract partners, and law enforcement regarding shelter or field operations.
3	M	Investigates reports of animal cruelty, neglect, dangerous animals, bite incidents, and ordinance violations; collects evidence, documents findings, and issues warnings or citations. Oversees quality assurance for investigations and ensures accurate documentation, legal compliance, and case follow-up.
4	H	Interprets and enforces Federal, State, and City laws and ordinances related to animal welfare and control. Ensures that all enforcement activities comply with Texas Health and Safety Code, City ordinances, and interlocal agreements.
5	M	Coordinates maintenance and readiness of vehicles, equipment, and supplies. Plans and schedules for facility maintenance, major repairs, construction needs, and capital improvements; identifies costs and prepares recommendations.
6	M	Traps dogs, cats and skunks by building and maintaining traps as necessary.
7	M	Prepares and submits seizure warrant requests; coordinates with law enforcement and files civil or criminal charges as appropriate.
8	H	Manages euthanasia operations in accordance with law and policy; ensures compliance with proper quarantine, drug administration, and carcass disposal procedures.
9	H	Oversee the humane capture, restraint, and transport of stray, injured, dangerous, or surrendered animals. Guides staff on advanced capture and restraint techniques and ensures safe practices.
10	S	Leads community education efforts on responsible pet ownership, vaccinations, spay/neuter programs, and animal welfare. Develops and manages a proactive social media presence to support adoptions, rescue partnerships, and community engagement.
11	L	Serves as liaison with veterinary clinics, rescue organizations, public health authorities, and wildlife rehabilitators. Represents the City in regional animal services meetings, interlocal contract discussions, and public presentations.

12	S	Recommend policy changes, procedural updates, and budget considerations to command staff. Assists in developing and managing the division budget; monitors expenditures, inventory, and procurement activities.
13	M	Acts as the Local Rabies Control Authority (LRCA) for the City of Levelland and contracted jurisdictions; oversees rabies investigations, quarantine requirements, coordination with public health officials, and statutory compliance.
14	S	Maintains inventory of supplies, medications, equipment, and ensures availability for operations; oversees ordering and budget alignment.
15	H	Performs all duties of an Animal Control Officer when necessary. Performs other related duties as assigned.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Additional knowledge in shelter management, animal welfare practices, program administration, customer service, and regulatory compliance preferred.
Experience	2 years of college education minimum. Minimum of three years management experience, including budgetary and staff supervision, in animal shelter, humane society, or similar field, preferably in a municipal shelter. Additional knowledge in shelter management, animal welfare practices, program administration, customer service, and regulatory compliance preferred.
Certification and Other Requirements	Valid Texas Driver's License. Euthanasia Technician Certification (or ability to obtain within six months). Animal Control Officer Certification (Basic and Advanced preferred). Completion of required State-mandated training for animal control professionals. Must serve as LRCA or meet LRCA requirements within six months.
Reading	Intermediate – ability to read ordinances, case files, legal documents, and State animal statutes.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Intermediate – ability to prepare clear reports, case narratives, correspondence, and legal documentation.
Managerial	Receives general directions. Responsible for planning, scheduling, supervising, and evaluating division staff. Significant autonomy in executing operational decisions. Develops annual goals, performance expectations, and program objectives for the division. Performance is reviewed periodically.
Budget Responsibility	Assists in preparing and recommending budget items; monitors division supply needs and equipment requirements.
Supervisory / Organizational Control	Direct supervision of Animal Control Officers, Shelter Technicians, and temporary or volunteer personnel. Responsible for training, coaching, and corrective action.
Complexity	Work requires application of animal welfare laws, investigative judgment, supervisory decision-making, and balancing of administrative and field duties. Includes a wide range of managerial duties requiring judgment in balancing field operations, shelter management, community relations, and legal compliance. Judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires regular interaction with citizens, rescue groups, law enforcement agencies, and court personnel. Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Frequent engagement with emotionally charged situations, distressed citizens, partner agencies, and court personnel.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	X	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	At work sites
Sitting	O	At a deskwork, in vehicle
Walking	F	Around work sites, while catching animals
Lifting	F	Animals
Carrying	F	Animals
Pushing/Pulling	O	Animals in and out of cages and vehicles
Reaching	O	For tools, equipment and animals
Handling	F	Hand tools, animals
Fine Dexterity	F	Using computer keyboard
Kneeling	O	To get animals
Crouching	F	To get animals
Crawling	O	To get animals
Bending	O	To get animals
Twisting	O	To get animals
Climbing	O	Onto equipment
Balancing	R	On equipment
Vision	C	Looking for stay animals, reading
Hearing	C	Listening for animals and to the general public
Talking	F	To the general public
Foot Controls	O	While driving vehicle
Other (Specify)	F	Running while catching animals

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Police radio, pager, staid equipment, tranquilizer gun, fire extinguisher, animal stretcher, traps, spray, leash, camera, catch poles, welder, torch and other metal and wood-cutting equipment

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	M	Respiratory Hazards	W	Office Environment
Chemical Hazards	W	Extreme Temperatures	S	Warehouse
Electrical Hazards	S	Noise and Vibration	D	Shop
Fire Hazards	N	Wetness/Humidity	S	Vehicle X
Explosives	N	Physical Hazards	W	Outdoors
Communicable Diseases	W			Other (see 2 below)
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, eye protection, boots

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F= Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	C
Other	

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job analysis and its attachments, and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

Signature of applicant

Date

Police Captain

Job Title of Supervisor

Signature of Supervisor

Date

Police Chief

Job Title of Department Head

Signature of Department Head

Date**Please indicate accommodations needed, if any:** No Accommodations Needed Reasonable Accommodations Needed

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Job Description Signature Page - Return this page with your completed application

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Application For Employment

1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

POSITION DESIRED Animal Control Manager DATE _____

NAME _____
(Last Name) _____ (First Name) _____ (Middle) _____

Mailing Address _____
Number _____ Street or Avenue _____ City _____ State _____ Zip _____

Telephone No: Home () _____ Cell () _____ E-Mail _____ @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when, currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
School _____ City/State _____ Last Grade Completed _____

College/University: _____
Location _____ Sem. _____ Major _____ Minor _____ Type of Degree _____
Hours _____

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resume.**

May we contact your present employer? Yes No

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



AFFIRMATIVE ACTION FORM

Animal Control Manager

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

<input type="checkbox"/> Newspaper ad	<input type="checkbox"/> Tech school/college placement	<input type="checkbox"/> Employee referral
<input type="checkbox"/> Temporary service	<input type="checkbox"/> Recruiter	<input type="checkbox"/> State employment
service		
<input type="checkbox"/> Other _____		