

# Supervisor

## Department

East Ridge Animal Services

## Summarized Description

The City of East Ridge is accepting applications from qualified individuals who desire to lead the team in operating the newly constructed \$3 million East Ridge Animal Shelter. The person holding this position will be responsible for supervising all operations of the Animal Services Division including shelter operations, personnel, volunteers, vehicles, and equipment. The Animal Shelter Supervisor schedules, assigns, and reviews the work of subordinates engaged in animal control services, humane enforcement, shelter operations, and other related work. This employee will be required to oversee as well as participate in all day-to-day duties of the shelter, spay/neuter programs, and rabies control programs.

## Qualifications

- Must be at least 18 Years Old
- Possess a Valid Driver's License
- Two years' experience working or volunteering in an animal shelter, veterinary clinic, or similar facility
- Three years of management/supervisory experience preferably in an animal control services or animal shelter facility
- 2 years or more of college coursework in a related field preferred
- Must have evening and weekend availability
- Must share on-call duties on a rotating schedule with co-workers
- Must be able and willing to obtain TN Certified Animal Euthanasia Technician License and Animal Control Certification within 6 months.
- Advanced training in animal cruelty investigations and disaster animal response during emergencies is preferred.

### **The City of East Ridge is an Equal Opportunity Employer and TN Drug Free Workplace**

Applications will be accepted until the position is filled and may be submitted electronically to Michelle Sinigaglio, Human Resources Director.

Email: [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov)

Applications may also be mailed to City Hall.

City of East Ridge  
ATTN: Human Resources  
1517 Tombras Avenue

East Ridge, TN 37412