

I. Duties and Responsibilities

The incumbent serves as the Sector Supervisor of an Animal Care field office with responsibility for developing, coordinating, and directing the activities associated with the Animal Welfare and Horse Protection Programs throughout a multi-state area.

A. Duties

1. Provides input and assists the Assistant Deputy Administrator, Animal Care, in developing policies and procedures for the effective and efficient implementation of the Federal laws, the Animal Welfare Act, and the Horse Protection Act.
2. Participates with the Assistant Deputy Administrator, Animal Care, in the determination of the needs and ways to accomplish the short and long range goals of the Animal Welfare and Horse Protection programs. Establishes Sector goals and priorities consistent with broad goals of the Animal Care staff. Assists in the formulation of long range staffing and budgetary plans for the Animal Care staff. Is personally responsible for formulation and execution of the Sector budget and staffing plans.
3. Supervises and reviews the activities of veterinarians who conduct inspections of research facilities, zoological parks and aquariums, marine mammal facilities, licensed animal dealers premises, and animal transportation facilities.
4. Supervises the management of a large volume of records, documents, and other materials relating to the enforcement of the Animal Welfare and Horse Protection programs.
5. Reviews, assesses, and evaluates the quality, effectiveness, and efficiency of the Animal Welfare and Horse Protection programs in the states under his/her supervisory control.
6. Plans and coordinates the inspections by field personnel of all USDA licensed and registered research facilities, exhibitors, dealers, intermediate handlers, and carriers in the Sector.
7. Reviews the inspection reports submitted by the field inspectors for deficiencies and corrective recommendations to assure uniform quality inspections.

8. Coordinates and facilitates the professional and technical training of field veterinary medical officers and animal health technicians.
9. Initiates and conducts planning conferences with the field veterinary medical officers and animal health technicians in the states under his/her supervisory jurisdiction.
10. Reviews complex animal research protocols to determine that appropriate use, care, and treatment of the involved animals is being conducted, including the appropriate use of anesthetics, analgesics, or pain relieving drugs.
11. Maintains liaison and represents APHIS by participation in meetings and discussions with a large number of diverse but relevant interest groups, e.g., American Association for Laboratory Animal Science (AALAS), American Association for the Accreditation for Laboratory Animal Care (AAALAC), American Veterinary Medical Association (AVMA), American Association of Zoological Parks and Aquariums (AAZPA), United States Animal Health Association (USAHA), research institutions, animal welfare groups, USDA certified horse show groups, horse protection interests, State animal health officials, etc.
12. Responds to public complaints, media requests, and program requests involving two very emotional and highly visible public generated programs.
13. Organizes and initiates innovative ways of conducting publicity programs and educating the general public on the humane care, treatment, handling, and transportation of all warm blooded animals used for purposes of research, exhibition, or for use as pets.
14. Assures that Freedom of Information Act (FOIA) requests are filled within the prescribed time periods.

B. Responsibility for the Work of Others

Supervises the activities of 10-20 employees located throughout the Sector. This field staff is comprised of GS-12 Veterinary Medical Officers and GS-7 Animal Health Technicians. In addition, is also responsible for the work of a GM-13 Animal Care Specialist and two program/clerical support personnel. Incumbent provides general supervision, technical guidance, and quality assurance to the Sector's Animal Care activities. Determines most priorities, and selects approaches and methods to be used in an effort to achieve the goals of the program, while striving for maximum effectiveness and utilization of personnel.

Administrative responsibilities encompass a full range of personnel functions to include employee performance, dealing with employee conduct issues, resolving employee relations issues, selecting new employees, and taking a full range of formal personnel actions.

The incumbent is responsible for the effective administration of EEO policies and principles for the Sector. This involves the implementation of specific provisions of Agency EEO plans, initiating special Sector EEO efforts consistent with those plans; and assuring that all personnel and program matters are carried out in a manner consistent with EEO principles.

C. Other Considerations

Activities involve attention to problems which reflect a high degree of professional judgment. Such problems are frequently surrounded by public concern, controversy, or industry opposition. Incumbent must exercise an unusual degree of sensitivity and ingenuity in resolving difficult issues and for winning support from the public and private sectors. Success of this program largely depends upon the relationship developed by the incumbent with state animal health officials, animal welfare organizations, and various other interested groups and individuals. In addition, this is an extremely visible program which draws a significant amount of media attention. Incumbent must possess the types of communication skills necessary to respond to public complaints, media inquiries, etc. The degree to which these requests/complaints are satisfied is important and will contribute to the amount of good or bad publicity that the program receives.

II. Supervision and Guidance Received

Incumbent receives general supervision from the Assistant Deputy Administrator, Animal Care, who is located in Hyattsville, Maryland. Due to the geographical separation from immediate supervisor and the diverse and complex program requirements involved, the incumbent must independently coordinate and implement program initiatives and activities and exercise a high degree of professionalism and judgment. Guidelines include a large body of Federal and State laws, regulations, broad policy statements, APHIS Directives and Bulletins, and scientific reference materials. The Assistant Deputy Administrator and headquarters Animal Care Staff are available for consultation in resolving controversial issues, as well as to provide technical advice and guidance.