



**PARISH OF CADDO**  
**Department of Human Resources**  
**505 Travis Street, Suite 840**  
**Shreveport, LA 71101**  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 03/01/2004,01/01/07*

JOB TITLE: Assistant Director

DEPARTMENT: Animal Services &  
 Mosquito Control

FLSA Status: Exempt

HOURS: 8:00 a.m. - 5:00 p.m.

SALARY RANGE: \$20.38 – \$30.63 /hr

GRADE: 52

Assist with the management of the overall operations of the Animal Service and Mosquito Control Department.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assist with implementation of an effective animal, mosquito and rodent control program, providing public health protection by adherence to state, federal and parish environmental laws, regulations and policies. Requires compliance with animal and mosquito control policies established by the Caddo Parish Commission. Provides direct supervision and training to animal services and mosquito control employees.
- Ensures compliance with animal and mosquito control policies as established by the Caddo Parish Commission, state and federal environmental agencies.
- Through staff and supervisors, establishes, plans, implements and coordinates approved management and operational policies and procedures.
- Supervises/Trains Managers and Supervisors.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- College degree in related field or ten (10) years experience in lieu of degree.
- Two (2) to four (4) years supervisory experience.
- Basic computer skills, database and word email.
- Must possess a valid Driver's License.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.