



Job Description

Title:	Animal Control Officer		Created:	August 2007
Salary Level:	Range 332		FLSA Status:	Non-Exempt
Supervisor:	Police Sergeant	Supervises:	None	
Job Family:	None	Bargaining Unit:	Police Officers' Association	

JOB SUMMARY: Performs enforcement of laws and ordinances related to animal regulation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to calls and patrols streets to enforce animal regulations, laws and ordinances.
- Recommends and develops ordinances and policies regarding animal control and shelter.
- Assists in budget preparation.
- Prepares purchase orders, budget requests and administrative reports.
- Assists the public with redemptions and adoptions of animals.
- Processes animal licenses.
- Investigates and resolves complaints by citizens about animals.
- Picks up stray animals, checks for licensing, and impounds animals.
- Issues warnings or citations to owners for animal control law violations.
- Plans, organizes, coordinates and oversees activities of the animal shelter.
- Maintains animal shelter buildings area and animal control vehicle.
- Trains, oversees and schedules animal shelter staff of volunteers and part-time employees.
- Makes presentations to community groups, attends meetings and conferences.
- Prepares and conducts rabies clinics.
- Monitors quarantine and bite cases.
- Performs animal euthanasia with animals not redeemed or adopted.
- Performs related duties as required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Safely, effectively and humanely capture, restrain and handle different types of animals.
- Deal effectively with the public in tense, emotional situations.
- Operate an animal control vehicle.
- Perform animal euthanasia and handle injured animals.
- Lift small and large animals.
- Carry, maintain and use a firearm.
- Plan, organize and administer programs.
- Prioritize and schedule work.
- Prepare and monitor a budget.
- Explain and enforce polices and regulations.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Prepare and deliver oral presentations.
- Represent the department at meetings.
- Establish, maintain effective relationships.

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- Operate a computer and related software.
- Train and provide work direction to others.

Knowledge of:

- Different types of animals, their characteristics and traits.
- California penal codes relating to citation authority and use of firearms.
- Euthanasia policies, practices and applications.
- Budget preparation and control.
- Goals, policies and objectives of animal control and regulation.
- Interpersonal skills.
- Oral and written communication.
- Technical aspects of animal control handling.
- Operation of computers and related software.
- Policies and objectives of assigned programs.
- Applicable section of animal control laws.

Education and/or Experience:

High school diploma or general education degree (GED); two years related experience in handling animals; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Possession of, or the ability to, obtain a valid Class C California driver's license.
Euthanasia, Firearms and Powers of Arrest certifications.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups and with individuals in tense and emotional situations.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to have physical capacities to move quickly in response to animal behaviors.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 is regularly exposed to outside weather conditions. The employee is occasionally exposed to chemicals, firearms, and odors and occasionally works in inside environmental conditions and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.