

ANIMAL CONTROL OFFICER

DEFINITION

To interpret and enforce municipal ordinances and related State and Federal laws that govern care and keeping of livestock, domestic and wild animals within City jurisdiction; to work in field, shelter and office environments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor within the Police Department.

May provide technical supervision over newly-hired animal control staff, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Respond to and investigate reports of stray, dangerous, improperly controlled and/or cared for animals; impound, collect and transport animals to approved shelter or veterinary treatment facility.

Investigate citizen complaints concerning animal nuisances; attempt to resolve problems and disputes at the scene; issue abatement notices for animal nuisances.

Issue citations for code violations; log and report complaints and related disposition; enforce City animal control and licensing laws.

Patrol City streets, roads, parks, bicycle trails, and creek beds; search for stray or abandoned animals, take into custody animals turned in by the general public; set traps, collect and transport trapped animals.

Transport injured animals for treatment; locate and remove dead animals from City streets and property and transport to approved animal shelter facility.

Carry out court orders for removal and disposal of animals; may make arrests in accordance with laws and regulations and, if necessary, with assistance from sworn personnel; testify in court proceedings and prepare related reports.

Investigate animals bite reports for accuracy and determine related circumstances; obtain specimens for rabies testing; quarantine animals and observe for rabies symptoms; impound the animal if necessary and refer for prosecution relative to vicious nature issues.

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Monitor location and number of domestic farm animals within City jurisdiction.

Respond on the phone and in person to questions and/or complaints from the public regarding animal control rules, regulations, enforcement and related issues; explain rules and regulations related to the care and keeping of animals, as well the role of the animal control services.

Participate in public educational activities with schools and community groups regarding animal control services, policies, and procedures; attend meetings and respond to questions and complaints in a public forum.

Prepare and maintain a variety of records and reports.

Work shifts as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of good customer service including basic methods and techniques of conflict resolution.

Physical and behavioral characteristics of dogs, cats, aquatic, and other wild or domestic animals.

Basic symptoms of common animal diseases.

Basic methods of animal collection and impoundment, including use of firearms or tranquilizer guns.

Basic computer applications, including database and word processing software related to entering and retrieving data and information.

English usage, spelling, punctuation, and grammar.

Principles and practices of work safety.

Ability to:

Interpret and enforce municipal ordinances and related State laws that govern care and keeping of livestock, domestic and wild animals within City jurisdiction.

Work with diseased and injured animals; handle chemicals used in daily activities.

On a continuous basis, know and understand all aspects of the job; observe code violations and problem solve field situations; review, interpret, explain, and enforce code requirements; maintain awareness of safety at all times; sit in a vehicle for long periods of time.

On an intermittent basis, sit at desk for long periods of time; walk on uneven surfaces, stand, climb, squat, and bend in the field and run when pursuing animals; perform simple grasping and fine manipulation, use telephone, and write or use a keyboard to communicate; and lift or carry weight of 50 pounds or less.

Interact with the public in a positive manner in the application and enforcement of City codes and State laws related to the care and keeping of animals; deal tactfully yet firmly with the public in stressful situations.

Learn to interview and gather a variety of information related to animal control issues; learn to testify in court proceedings and prepare related reports.

Learn to use a variety of methods and techniques of animal collection and impoundment, including use of firearms or tranquilizer guns.

Learn to use computer applications, including database and word processing software related to entering and retrieving data and information.

Work shifts as assigned.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

One year of responsible experience in the care and handling of animals is desirable.

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Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Must obtain a California Penal Code (PC 832) firearms course certificate as issued by the California Commission on Police Officers Standards and Training, within 12 months of employment.

Must obtain a certificate of Humane Academy completion, such as issued by California Animal Control Directors' Association, within 12 months of employment.

Must obtain a valid First Aid and CPR Certificate, such as issued by the American Red Cross, within 12 months of employment.

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