

## **POSITION DESCRIPTION**

Title: Animal Control Officer

Department: Animal Control

Job Analysis: November 2011, July 2017, June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: Senior Animal Control Officer, County Humane Officer, County Administrator

Subordinate Staff: None

Internal Contacts: County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (E)

### **Job Summary**

This is entry level work enforcing animal control laws, ordinances, and regulations. Employees in this class patrol a defined geographic area and respond to and investigate complaints and possible violations related to animal control. Employees in this class may perform other duties related to the care and maintenance of the animal shelter facility and impounded animals as assigned.

### **Job Domains**

1. Patrols a defined geographic area to ensure compliance with animal control laws, ordinances, and regulations; responds to and investigates animal complaints and possible violations of state law concerning stray dogs and cats without rabies tags and dogs running at large; prioritizes complaints received from the public.
2. Issues warnings and/or citations for state animal control law violations.
3. Captures, handles, and transports stray, sick, injured, diseased, vicious, feral, and domesticated animals and transports them to the animal shelter or veterinarian if needed.
4. Communicates with the public concerning animals at the shelter, state laws, and information regarding responsible pet ownership.
5. Keeps records of calls and complaints received and actions taken and ensures the data is entered into the shelter computer software.

6. When not performing patrols, cleans and disinfects cages, floors, and walls of kennels under the direction of the Animal Resource Supervisor as assigned.
7. When not performing patrols, interacts with the public to provide adoption of available pets under the direction of the Animal Resource Supervisor as assigned.
8. When not performing patrols, assists the Animal Placement Specialist as assigned by the Animal Resource Supervisor.
9. Transports animals to the veterinarian in the mornings prior to performing animal control patrols and transports at other times during the day when not performing patrols.
10. Performs related duties as assigned.
11. Testifies in court when required.

### **Knowledge, Skills, and Abilities**

1. Some knowledge of the laws, ordinances and regulations governing the custody and disposition of animals.
2. Some knowledge of safety practices and procedures in dealing with animals.
3. Some knowledge of the geography of the area assigned to patrol.
4. Ability to learn and use software applications.
5. Ability to read, interpret and explain animal control laws, ordinances and regulations.
6. Ability to make clear, concise reports.
7. Ability to operate a two-way radio.
8. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
9. Ability to work in varying weather conditions, to include heat and cold temperatures.
10. Ability to understand and carry out oral and written instructions.
11. Ability to safely operate a motor vehicle and travel to locations within the community.
12. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
13. Manual dexterity to write and type.

### **Other Characteristics**

1. Must have own transportation.
2. Be willing and available to attend training related to job.
3. Willingness to work overtime and non-standard hours as required.
4. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Qualifications**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Minimum of six (6) months of experience in the animal control field (or in the care and handling of domesticated animals).

## **POSITION DESCRIPTION**

Title: Animal Control Technician

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: Animal Resource Officer, County Humane Officer, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (F)

### **Job Summary**

This is entry level routine work focusing on the care and maintenance of the animal shelter facility and impounded animals.

### **Job Domains**

1. Feeds, waters, exercises, and grooms impounded animals.
2. Evaluates animal behaviors, health, etc.
3. Cleans and disinfects cages, floors, and walls of kennels.
4. Monitors animals for illness, disease, and/or injury and reports same to supervisor.
5. Enters data and information into a computerized system for animals processed into the shelter.
6. Ensures animals are properly tagged and penned.
7. Administer medications and vaccinations as well as perform euthanasia procedures when required.
8. Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
9. Assists in offsite adoption and fundraising events when necessary.
10. Uses appropriate tools to handle animals in a manner that protects the safety of the employee, animal, coworkers, and the public.
11. Transports animals to the veterinarian.

12. Maintains Animal Shelter grounds as needed.
13. Drives a department vehicle **as needed**.
14. Prepares and maintains data as necessary.
15. Works weekends on a rotational basis as assigned.

### **Knowledge, Skills, and Abilities**

1. **Some knowledge of the care and feeding of animals.**
2. Some knowledge of the laws, ordinances and regulations governing the custody and disposition of animals.
3. Some knowledge of safety practices and procedures in dealing with animals.
4. **Some knowledge of computers and job-related software programs, or the ability to readily acquire such knowledge**
5. **Some knowledge of the geography of the area assigned to patrol.**
6. ~~Some knowledge of the tools and techniques employed in animal euthanasia.~~
7. Ability to read, interpret and explain animal control laws, ordinances and regulations.
8. Ability to make clear, concise reports.
9. Ability to operate a two-way radio.
10. **Ability to work with animal odors and disinfectants.**
11. **Ability to understand and carry out oral and written instructions.**
12. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
13. Ability to work in varying weather conditions, to include heat and cold temperatures.
14. Ability to understand and carry out oral and written instructions.
15. Ability to safely operate a motor vehicle and travel to locations within the community.
16. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
17. Manual dexterity to write and type.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. Minimum of two (2) years experience working with animals; or a combination of education and experience equivalent to these requirements.

## **POSITION DESCRIPTION**

Title: Animal Placement Specialist

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: Animal Resource Supervisor, County Humane Officer, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (G)

### **Job Summary**

This position is responsible for communications and work coordinating the outcomes of placement of animals at the animal shelter by means of adoption, transfer, and owner reclaims, and owner surrender prevention using social media platforms and personal contact.

### **Job Domains**

1. Conducts outreach to increase participation of placement partners and rescue groups and to enhance the live outcomes of the shelter.
2. Maintains positive and open communication with existing and future partners.
3. Notifies partners and coordinates flow of animals for rescue or adoption.
4. Facilitates photography/video of animals for adoptions.
5. Uploads, posts, edits, and updates information on the animal shelter Facebook page and other social media outlets.
6. Develops creative descriptions of available animals for marking and networking purposes through print and social media.
7. Coordinates adoption events at the facility and off site.
8. Organizes outreach involvement and activities for volunteers.
9. Works with staff to enhance owner reclaim rates and to increase awareness programs.

10. Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
11. Coordinates with employees to organize and implement surrender prevention strategies.
12. Maintains complete and accurate records.
13. Enters data and information into computerized database to maintain animal and adoption records.
14. Compiles a variety of statistical reports.
15. Attends Advisory Board meetings as requested by the Animal Resource Supervisor.
16. Answers inquiries from the general public, as needed.

### **Knowledge, Skills, and Abilities**

1. Good knowledge of internet and social media platforms and methods to connect with potential partners.
2. Good knowledge of animal shelter operations and adoptions, or the ability to readily acquire such knowledge.
3. Good knowledge of written and verbal communication methods and principles; good knowledge of customer service principles and practices.
4. Good knowledge of computers and job-related software programs.
5. Some knowledge of safety practices and procedures in dealing with animals, or the ability to readily acquire such knowledge.
6. Some knowledge of area animal advocacy groups, or the ability to readily acquire such knowledge.
7. Ability to work in a fast-paced environment.
8. Ability to operate a camera.
9. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
10. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
11. Ability to maintain professionalism in all aspects of work.
12. Ability to plan, organize and coordinate events.
13. Ability to compile and present oral and written reports.
14. Ability to safely operate a motor vehicle and travel to locations within the community.
15. Ability to establish and maintain social media relationships.
16. Ability to work independently and efficiently on multiple projects.
17. Ability to communication, both orally and in writing.
18. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
19. Hear well enough to respond to verbal communication and to use the telephone.
20. Body movement to bend, stoop and move about.
21. Manual dexterity to write and type.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent.
3. **Minimum of (1) year experience with animals.** Minimum of three (3) years' experience in customer service, public relations and clerical experience, including one (1) year experience in social media networking and communications; or a combination of education and experience equivalent to these requirements.

## **POSITION DESCRIPTION**

Title: Animal Resource Supervisor

Department: Animal Control

Job Analysis: June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Humane Officer, County Administrator

Subordinate Staff: Sr. Animal Control Technician, Animal Control Technicians, **Kennel Technicians**, Animal Placement Specialist, Office Manager, (Part-Time) Office Assistant III

Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (I)

### **Job Summary**

This is supervisory level work that focuses on the care and maintenance of the animal shelter facility and impounded animals. Employees in this class supervise employees and perform functions related to that supervision and other duties as assigned.

### **Job Domains**

1. Monitors the feeding, watering, exercising, and grooming of impounded animals by subordinate staff, and performs duties as needed.
2. Evaluates animal behaviors, health, etc.
3. Monitors animals for illness, disease, and/or injury.
4. Monitors and enters data and information into a computerized system for animals processed into the shelter.
5. Ensures animals are properly tagged and penned.
6. **Facilitates a team environment and assists all subordinate staff as needed.**
7. Maintains and monitors supplies and inventory related to food, medications, and vaccinations.
8. Administers medications and vaccinations.
9. Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.



10. Assists in offsite adoption and fundraising events when necessary.
11. Coordinates with the Advisory Board, the County Administrator, and the County Humane Officer to develop and implement departmental policies and procedures.
12. Attends Advisory Board meetings and liaises with the Advisory Board.
13. Provides input and review regarding the annual budget proposal and the maintenance of the shelter receipts and disbursements of monies and fees, including deposits and the review of invoices.
14. Plans, organizes, schedules, and directs the training and work (including transports for animals) of subordinate staff, as well as performing subordinate staff evaluations and managing staff timecards and leave requests.
15. Compiles and submits intake and care and budget reports on a monthly basis, as well as any additional monthly, quarterly and annual statistical reports as requested by the County Humane Officer or County Administrator.
16. Uses appropriate tools to handle animals in a manner that protects the safety of the employee, animal, coworkers, and the public.
17. Assists subordinate staff as needed.
18. Transports animals to the veterinarian.
19. Prepares and maintains data as necessary.
20. Evaluates subordinate employee performance.
21. Works weekends on an as needed basis.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of animals and experience in handling them, as well as the equipment used.
2. Thorough knowledge of the administration of controlled substances to animals.
3. Thorough knowledge of laws and ordinances governing the control of animals.
4. Good knowledge of general police powers authorized by ordinances.
5. Ability to maintain financial records and prepare and administer budgets.
6. Ability to supervise and instruct subordinate personnel.
7. Ability to develop work procedures and methods.
8. Ability to read, interpret and explain animal control laws, ordinances and regulations.
9. Ability to operate animal control vehicles.
10. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
11. Some knowledge of safety practices and procedures in dealing with animals.
12. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
13. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
14. Ability to maintain professionalism in all aspects of work.
15. Ability to compile and present oral and written reports.
16. Ability to safely operate a motor vehicle and travel to locations within the community.
17. Ability to communication, both orally and in writing.
18. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
19. Hear well enough to respond to verbal communication and to use the telephone.

20. Manual dexterity to write and type.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent.
3. Minimum of five (5) years' experience dealing with a variety of animal situations, including a minimum of three (3) years' experience in a supervisory capacity; or a combination of education and experience equivalent to these requirements.

## **POSITION DESCRIPTION**

Title: County Humane Officer

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Administrator

Subordinate Staff: Office Manager, Animal Resource Officer, Animal Placement Specialist, Senior Animal Control Officer, Senior Animal Control Technician, Animal Control Officer, Animal Control Technician, **Kennel Technician**

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Exempt (EC-07)

### **Job Summary**

This position is responsible for supervisory and administrative work in directing the activities of the Animal Shelter.

### **Job Domains**

1. Supervises the **animal control** ~~general~~ operations of the Animal Shelter.
2. **Able to perform the job duties of all subordinate staff and assists all subordinate staff as needed.**
3. **Facilitates a team environment and assists all subordinate staff as needed.**
4. **Coordinates with the Advisory Board, the County Administrator, and the Animal Resource Supervisor to develop and implement departmental policies and procedures.**
5. Liaises with the Advisory Board.
6. Enforces the laws, ordinances, rules and regulations relating to the humane care, treatment and control of animals.
7. Works with the Senior Animal Control Officer to plan, organize, schedule, and direct the training and **work of the Animal Control Officers, as well as performs the evaluations of the Senior Animal Control Officer and the Animal Resource Supervisor.**

8. Develops and submits annual the budget proposal with required input and review from the Animal Resource Supervisor and the Senior Animal Control Officer.
9. Manages expenditures, revenues, and compiles and submits various monthly, quarterly and annual statistical reports as requested by the County Administrator.
10. Maintains control over the receipt and disbursement of all monies and fees, including deposits and the review of invoices, with required input and review from the Animal Resource Supervisor.
11. Oversees the collection and confinement of animals to assure compliance with laws, ordinances and regulations.
12. Receives complaints and explains regulations regarding the impounding and treatment of animals and service provided to concerned citizens.
13. Establishes and maintains professional relationships with other agencies and organizations as it relates to animal control.
14. Prepares Commission agenda items as necessary.
15. Maintains TNR (Trap-Neuter-Release) Program when such program has been approved by the Commission, activities to include assisting participants with trapping and transporting to the veterinarian office, monitoring veterinarian invoices, and tracking cats in the Program.
16. Monitors activities of and performs when necessary, duties related to euthanasia and the proper disposal of animals in accordance with regulations and prescribed methods.
17. Remains on call for the care, removal or disposal of animals.
18. Investigates as needed in conjunction with the Sheriff's Office and local Health Department.
19. Testifies in court when required.
20. Prepares and maintains records.
21. Transports animals to the veterinarian.
22. Performs related work as required.

### **Knowledge, Skills, and Abilities**

1. Good knowledge of the general anatomy and diseases of animals.
2. Good knowledge of the general care of animals.
3. Good knowledge of shelter operations and general accounting principles.
4. Good knowledge of Microsoft office applications, data processing principles, and computer functions.
5. Ability to learn and update necessary County software applications and systems.
6. Ability to maintain financial records and prepare and administer budgets.
7. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
8. Ability to maintain professionalism in all aspects of work.
9. Ability to recognize contagious or harmful diseased in animals.
10. Ability to use hypodermics, administer first aid and treat injuries.
11. Ability to interpret and enforce animal control laws, ordinances and regulations.
12. Ability to plan, organize and direct the work of others.
13. Ability to compile and present oral and written reports.
14. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
15. Hear well enough to respond to verbal communication and to use the telephone.
16. Body movement to bend, stoop and move about.

17. Manual dexterity to write and type.
18. Must be able to lift up to 50 pounds, with or without accommodation.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent.
3. Minimum of five (5) years' experience dealing with a variety of animal situations, including three (3) years' experience in a supervisory capacity; or a combination of education and experience equivalent to these requirements.
4. Completion of Animal Control Academy within the first twelve (12) months of employment.

## **POSITION DESCRIPTION**

Title: Office Assistant III (Part-Time)

Department: Animal Control

Job Analysis: November 2017, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: **Animal Resource Supervisor**, County Humane Officer, County Administrator

Subordinate Staff: None

Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (E)

### **Job Summary**

This position consists of a myriad of clerical duties for the Baldwin County Animal Shelter including but not limited to answering the phones and interacting with the public, creating and maintaining spreadsheets, and utilizing County software systems. The Office Assistant III must be able to speak and write professionally. In addition, this position must be able to be in an environment with animals on a daily basis.

Part-time positions work no more than 29 hours per week on average. Additionally, part-time positions do not qualify for Baldwin County Commission benefits, with the exception of paid time off (PTO) and retirement through the Retirement Systems of Alabama.

### **Job Domains**

1. Assists the Office Manager with running the Animal Shelter office operations, under the direction of the **Animal Resource Supervisor**, and in the absence of the Office Manager, is able to effectively run the front office.
2. Reviews productions records, compiles reports, gives technical assistance to employees as needed.
3. Assists the Office Manager in the collection, accounting, and transmittal of shelter monies.
4. Resolves citizen complaints.

5. Maintains a clean and organized work space.
6. Performs office cleaning duties as directed by the Animal Resource Supervisor.
7. Answers inquiries as needed from the general public.
8. Conducts research.
9. Compiles a variety of statistical reports.
10. Assists the Office Manager with the work orders, requisitions and Commission agenda items.
11. Performs a wide variety of administrative and clerical tasks.
12. Assists Shelter staff as necessary with clerical tasks as well as showing animals for adoption or owner redemption.

### **Knowledge, Skills, and Abilities**

1. Knowledge of basic high school mathematics.
2. Knowledge of clerical functions involved in accounting, record keeping, filing and general clerical work.
3. A good working knowledge English grammar, composition, and spelling.
4. Ability to communicate professionally, both orally and in writing.
5. Knowledge of departmental policies and procedures.
6. Knowledge of the general care of animals and shelter operations.
7. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
8. Hear well enough to respond to verbal communication and to use the telephone.
9. Body movement to bend, stoop and move about.
10. Manual dexterity to write and type.
11. Ability to operate computers and basic software programs.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Willingness to work with the public and be in direct contact with animals daily.
3. Be willing and available to attend training related to job.
4. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent required.

## **POSITION DESCRIPTION**

Title: Office Manager

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: **Animal Resource Supervisor,** County Humane Officer, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (G)

### **Job Summary**

This position consists of administrative work and accounting activities of the Animal Shelter.

### **Job Domains**

1. Runs the Animal Shelter office operations under the direction of the **Animal Resource Supervisor.**
2. Reviews productions records, compiles reports, gives technical assistance to employees as needed.
3. Manages the collection, accounting, and transmittal of shelter monies.
4. Resolves citizen complaints.
5. **Works with the Animal Placement Specialist regarding adoptions, owner redemptions, and rescue placement.**
6. Answers inquiries as needed from the general public.
7. Conducts **research, and compiles a variety of statistical reports.**
8. Oversees the maintenance of facilities and equipment.
9. Requisitions office supplies and equipment.
10. Performs a wide variety of administrative and clerical tasks.
11. Prepares Commission agenda items as necessary.



12. Prepares Advisory Board agenda and takes notes as needed at Advisory Board meetings.
13. Assists in offsite adoption and fundraising events when necessary.
14. Assists Shelter staff as necessary with clerical tasks as well as showing animals for adoption or owner redemption.
15. Maintains a clean and organized work space.
16. Performs office cleaning duties as directed by the Animal Resource Supervisor.
17. Supervises Office Assistant III.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of office management principles and practices.
2. Thorough knowledge of clerical functions involved in accounting, record keeping, filing and general clerical work.
3. A good working knowledge English grammar, composition, and spelling.
4. A good working knowledge of data processing principles and computer functions.
5. Ability to operate computers and basic software programs.
6. Ability to complete research and prepare complex and detailed reports.
7. Ability to communicate, both orally and in writing.
8. Ability to read, interpret and explain animal control laws, ordinances and regulations.
9. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
10. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
11. Knowledge of departmental policies and procedures.
12. Knowledge of the general care of animals and shelter operations.
13. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
14. Hear well enough to respond to verbal communication and to use the telephone.
15. Body movement to bend, stoop and move about.
16. Manual dexterity to write and type.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Willingness to work with the public and be in direct contact with animals daily.
3. Be willing and available to attend training related to job.
4. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent and a minimum of two (2) years' increasingly responsible experience in office management and one (1) year experience in customer service; or a combination of education and experience equivalent to these requirements.

## **POSITION DESCRIPTION**

Title: Senior Animal Control Officer

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Humane Officer, County Administrator

Subordinate Staff: Animal Control Officers

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (G)

### **Job Summary**

This is supervisory level work enforcing animal control laws, ordinances and regulations.

### **Job Domains**

1. Employees in this class patrol a defined geographic area and respond to and investigate complaints and possible violations related to animal control and supervises employees and performs functions related to that supervision.
2. Patrols a defined geographic area to ensure compliance with animal control laws, ordinances, and regulations.
3. Responds to and investigates animal complaints and possible violations of state law concerning stray dogs and cats without rabies tags and dogs running at large.
4. Prioritizes complaints received from the public.
5. Issues warnings and/or citations for state animal control law violations.
6. Captures, handles, and transports stray, sick, injured, diseased, vicious, feral, and domesticated animals and transports them to the animal shelter or veterinarian if needed.
7. Communicates with the public concerning animals at the shelter, state laws, and information regarding responsible pet ownership.
8. Keeps records of calls and complaints received and actions taken and ensures the data is entered into the shelter computer software.
9. Performs related duties as assigned.

10. Prepares and maintains data as necessary.
11. Provides input and review of the annual budget proposal.
12. Transports animals to the veterinarian as assigned by the Animal Placement Specialist.
13. Works with the County Humane Officer to plan, organize, schedule, and direct the training and work of the Animal Control Officers, as well as performs evaluations of the Animal Control Officers.
14. Testifies in court when required.

### **Knowledge, Skills, and Abilities**

1. Good knowledge of the laws, ordinances and regulations governing the capture, custody and disposition of animals.
2. Good knowledge of safety practices and procedures in dealing with animals.
3. Good knowledge of the tools and techniques employed in animal euthanasia.
4. Good knowledge of the area assigned to patrol.
5. Ability to read, interpret and explain animal control laws, ordinances and regulations.
6. Ability to operate animal control vehicles.
7. Ability to act as lead worker.
8. Ability to understand and carry out oral and written instructions.
9. Ability to operate a two-way radio.
10. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
11. Some knowledge of safety practices and procedures in dealing with animals.
12. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
13. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
14. Ability to maintain professionalism in all aspects of work.
15. Ability to learn and use software applications.
16. Ability to compile and present oral and written reports.
17. Ability to safely operate a motor vehicle and travel to locations within the community.
18. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
19. Hear well enough to respond to verbal communication and to use the telephone.
20. Manual dexterity to write and type.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent with a minimum of three (3) years' experience at the level of an Animal Control Officer; or a combination of education and experience equivalent to these requirements.

## **POSITION DESCRIPTION**

Title: Senior Animal Control Technician

Department: Animal Control

Job Analysis: July 2017, June 2018, March 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: **Animal Resource Supervisor**, County Humane Officer, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, Veterinarians, General Public

Status: Classified/Non-Exempt (H)

### **Job Summary**

This position focuses on the care and maintenance of the animal shelter facility and impounded animals. Employees in this class may supervise employees and perform functions related to that supervision and other duties as assigned.

### **Job Domains**

1. Feeds, waters, exercises, and grooms impounded animals.
2. Evaluates animal behaviors, health, etc.
3. Monitors animals for illness, disease, and/or injury.
4. Enters data and information into a computerized system for animals processed into the shelter.
5. Ensures animals are properly tagged and penned.
6. Assists the Animal Placement Specialist when needed.
- 7. Assists the Animal Control Technicians when needed.**
8. Assists in maintaining and monitoring supplies and inventory related to food, medications, and vaccinations.
9. Administers medications and vaccinations.
10. Interacts with the public to provide adoption of available pets and to ensure the return of animals to the proper owners.
11. Assists in offsite adoption and fundraising events when necessary.

12. Performs Animal Resource Supervisor duties in the absence of the Animal Resource Supervisor as needed.
13. Uses appropriate tools to handle animals in a manner that protects the safety of the employee, animal, coworkers, and the public.
14. Transports animals to the veterinarian.
15. Prepares and maintains data as necessary.
- ~~16. Assist in the evaluation of subordinate employee performance.~~
17. Works weekends on a rotational basis as assigned.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of animals and experience in handling them, as well as the equipment used.
- ~~2. Thorough knowledge of safety practices and procedures in dealing with animals. Thorough knowledge of the administration of controlled substances to animals.~~
3. Thorough knowledge of laws and ordinances governing the control of animals.
4. Good knowledge of general police powers authorized by ordinances.
5. Ability to maintain financial records and prepare and administer budgets.
- ~~6. Ability to supervise and instruct subordinate personnel.~~
7. Ability to develop work procedures and methods.
8. Ability to read, interpret and explain animal control laws, ordinances and regulations.
- ~~9. Ability to operate animal control vehicles.~~
10. Ability to perform strenuous tasks such as lifting, carrying, crawling and running.
- ~~11. Some knowledge of safety practices and procedures in dealing with animals.~~
12. Ability to understand and explain general policies of animal control and shelter operations, including euthanasia information.
13. Ability to exercise good judgment and discretion when dealing with sensitive subjects, such as euthanasia of animals.
14. Ability to maintain professionalism in all aspects of work.
15. Ability to compile and present oral and written reports.
16. Ability to safely operate a motor vehicle and travel to locations within the community.
17. Ability to communication, both orally and in writing.
18. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
19. Hear well enough to respond to verbal communication and to use the telephone.
20. Manual dexterity to write and type.

### **Other Characteristics**

1. Willingness to work overtime and non-standard hours as required.
2. Be willing and available to attend training related to job.
3. Injuries from animals pose a work hazard for employees in this class.

### **Minimum Requirements**

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent.

3. Minimum of three (3) years' experience dealing with a variety of animal situations, or a combination of education and experience equivalent to these requirements.