

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title Senior Animal Control Officer	Department : Animal Control	
Reports to: Public Services Manager	FLSA Classification : Non-Exempt	
Career Ladder: Supervisor	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to plans, organizes and directs the activities of the Animal Control Division, including enforcement of State and City animal control laws and the operation of a City animal shelter.

CLASS CHARACTERISTICS:

This is the lead or specialist class of the Animal Control Officer series, responsible for the work of shelter personnel in the enforcement of animal laws and the control of a variety of animals

ESSENTIAL RESPONSIBILITIES:

Plans, organizes, coordinates, administers and directs the work of the Animal Control Division; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the section

Participates in the selection of staff; provides for the training and development, supervision, and evaluation of staff; and recommends and implements disciplinary action as required

Prepares a variety of reports related to short- and long-range City animal control needs, and develops specific proposals to meet them

Assigns and directs field and shelter activities, including investigation of complaints; patrol, enforcement of State and City laws regarding animal control, feeding, care, adoption, humane education, volunteer coordination, spay and neuter programs, placement, quarantine, euthanasia and disposal, collection of fees, and shelter operation and maintenance, directly and through subordinate staff

Assists in the preparation and administration the division's budget

Coordinates with County animal control on budget and revenue related to the joint shelter, mutual assistance policy and shelter procedures applicable to County employees

Investigates and resolves complaints regarding animal control and shelter activities; ensures observance of safe working practices

Works with other agencies, departments, concerned groups and private organizations to coordinate existing services

Ensures compliance of section activities to pertinent codes, regulations and guidelines; coordinates with City Attorney on matters pertaining to enforcement, prosecution, legal interpretation and changes in local and state laws applicable to animal control

Monitors developments related to animal control, evaluates their impact on City operations and implements policy and procedure improvements

Prepares and maintains written records and correspondence

Must be willing to work weekends, after hours and on-call with a response time of thirty minutes or less

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Principles and practices of animal control, animal care, animal law enforcement, humane education, spay and neuter programs, animal shelter and placement; Supervisory principles and methods, including goal setting, program development and implementation, and employee supervision; Principles and practices of budget development and administration; Methods, tools, equipment and materials used in animal control and care; Safety regulations, safe work practices, and safety equipment related to the work; State and local codes, ordinances and guidelines pertaining to the work.

Skilled in – Planning, assigning, directing and coordinating field, shelter and office aspects of animal services; Managing and directing programs and procedures for animal services and public education related to animal services; Selecting, motivating, and evaluating staff and providing for their training and development; Preparing, administering and monitoring a section budget; Analyzing operational and administrative problems, evaluating alternatives, and recommending or implementing effective courses of action; Developing and implementing goals, objectives, policies, procedures, work standards and management controls; Preparing clear and concise records, reports, correspondence and other written materials; Exercising sound, independent judgment within general policy guidelines; Establishing and maintaining effective working relationships with those encountered in the course of the work; and forming working relationships with rescue groups as specified by California State Law

Ability to - Read, write, speak, and understand the English language at a level necessary for efficient job performance; Learn, understand, interpret, and enforce appropriate animal control codes, laws, and regulations; Identify and report animal control problems encountered in the course of work; Safely care for and physically control domestic and exotic animals and reptiles; Destroy animals; Learn, understand, and comply with departmental policies, rules, and instructions; Establish and maintain effective working relationships with the public and other Animal Control personnel; Maintain routine records and logs; Complete the 832 Penal Code Course and American Red Cross Standard; First Aid Course during the probationary period; Safely operate firearms; Safely operate motor vehicles; Train others performing

similar work Perform assigned duties with significant independence; Obtain special police officer status during the time covered by the probationary period, and maintain such status throughout employment in the classification

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License may be required

Physical Abilities and Work Environment – Must possess sufficient strength and stamina to lift and remove objects weighing up to 50 pounds. Must be willing to work outdoors in all weather conditions and with exposure to unpleasant and potentially hazardous conditions.

Other – Must possess at the time of appointment, a valid Certificate of Completion of Euthanasia by Injection or Certificate of Registration as a Veterinary Technician. Must obtain a Certificate of Completion of Arrest, Search and Seizure (Penal Code 832) and a Certificate of Completion of Basic Humane Officer Training Academy prior to the completion of the probationary period. Must be willing to obtain a pre-exposure rabies vaccination, and, when medically required, revaccination shots. Must be medically fit to work with animals and be willing to work shifts or alternative schedules and 24-hour call.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Three years of experience in animal care or control. Additional coursework or training in animal control, animal behavior, public relations or law enforcement is desirable.

Education - Possession of a high school diploma or GED

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date

Rev (05/01/06)