

ANIMAL CONTROL OFFICER IV

NATURE AND VARIETY OF WORK

This is first-line supervisory and administrative work involving the enforcement of animal control codes, ordinances, and standards and the operation of the Animal Control facility. Incumbents supervise the inspection, patrol, investigation, and enforcement activities of subordinate Animal Control Officers as part of the animal control program. A significant aspect of the work includes explaining codes, ordinances, and regulations to animal owners and the general public in order to resolve problems and promote the animal control program. Work is performed under the general supervision of the Animal Control Supervisor or its equivalent and is reviewed in accordance with established departmental policies and procedures.

EXAMPLES OF WORK

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law (Section 16-102(59)).

Prepares written information responses to elected officials/ responsible parties regarding animal control and code enforcement violation cases in order to make them aware of specific aspects of a case.

Prepares and submits monthly reports to management on animal control and code enforcement operations in order to make them aware of the current status of sectional/divisional activity.

Makes written recommendations, suggestions, and comments concerning animal control and code enforcement interpretations, proposed code enforcement legislation, and divisional/departmental animal control operations.

Investigates/handles and resolves the most difficult animal control problems.

Prepares and supervises the presentation of the County's position regarding animal control and code enforcement cases at hearings/court.

Prepares and conducts meetings and training sessions for subordinate officers concerning animal control and code enforcement matters in order to make them more efficient and proficient in the job.

Researches and prepares educational/informational literature on animal control related topics and disseminates to public.

Prepares and conducts humane presentation at schools, civic associations, career fairs and other community groups in order to better educate the public.

Monitors the use and operation of County vehicles/equipment by inspecting such items in order to determine if they are being operated/ used in accordance with departmental rules and regulations.

Investigates accidents/injuries involving subordinate officers in order to determine the nature and cause of the incident and to determine future preventative measures.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of and general interest in dogs, cats, and other animals.

Extensive knowledge of the codes, ordinances, and standards that pertain to animal control and applicable State laws.

Considerable knowledge of safety practices, precautions and hazards in handling a variety of animals.

Knowledge of the County geography.

Ability to interpret maps.

Ability to humanely handle a variety of animals while avoiding personal injury and/or injury to the animal.

Ability to perform various physical tasks such as chasing and climbing in order to apprehend or rescue animals.

Ability to deal tactfully and effectively with animal owners and the general public.

Ability to maintain accurate records of work performed and to prepare appropriate case documentation.

Ability to investigate and resolve animal control cases in accordance with applicable codes and regulations.

Ability to communicate.

Ability to prepare and conduct effective presentations.

Ability to plan, assign, and supervise the work of a subordinate staff.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus experience of the type, duration, level of complexity, diversity, and responsibility to be determined at the time of the announcement which has provided the applicant with the necessary knowledges, skills, and abilities to perform the duties as announced; or an equivalent combination of education, experience and training.

CONDITION OF EMPLOYMENT

A valid driver's license is required upon appointment.

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