

Job Description : ANIMAL CONTROL OFFICER

**CLASS NO. 1045
Workers**

EEOC CATEGORY: Protective Service

PAY GROUP:

FLSA: Nonexempt

SUMMARY OF POSITION

Protects residents from stray or vicious animals and related diseases; operates the animal control center; captures, impounds, and when necessary, disposes of animals; and maintains records and prepares and submits reports.

ORGANIZATIONAL RELATIONSHIPS

I. Reports to: Assistant Chief of Police

2. Directs: This is a non-supervisory position.

3. Other: Has contact with other city employees, animal shelters, local veterinarians, area law enforcement officers, and the general public.

EXAMPLES OF WORK

Essential Duties*

Maintains animal holding facility, grounds, vehicle, and equipment in accordance with state regulations;

Removes, impounds, manages, and cares for stray and unwanted animals;

Patrols for stray, vicious, or injured animals and responds to citizen complaints regarding same;

Responds to emergency calls, such as cruelty to animal complaints, animal bites, and control of poisonous or dangerous animals;

Investigates bite reports and other complaints and determines if animal or owner of animal is in violation of city ordinance and/or state law, issuing citations as appropriate; Documents calls for service, writes reports pertaining bites/animal cruelty/animal at large incidents.

Maintains adequate stock of food, equipment, and other supplies used in the care and maintenance of the animal shelter;

Destroys animals as necessary, using humane methods;

Manages animal adoptions and participates in animal adoption events;

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Removes dead animals, transporting and disposing of properly;

Traps wild and domesticated animals;

Maintains records and prepares required reports;

Prepares animals for rabies testing and transports to lab; and

Occasionally speaks to grade school students on the importance of taking care of animals.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: animal behavior; health regulations; city ordinances and state laws; equipment operations; and record preparation.

Skill/Ability to: safely and properly handle and care for animals; establish and maintain effective relationships with co-workers and the public; demonstrate proficiency in both oral and written communication; and maintain necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and ability to obtain Basic Animal Control Certification by Texas Department of Health

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Animal Control Certification by Texas Department of Health; and appropriate Texas driver's license.

JOB PHYSICAL, MENTAL AND/OR EMOTIONAL REQUIREMENTS

The City will comply with the Americans with Disabilities Act, including the American Disabilities Act Amendment Act, and all other Federal, State and Local legislative requirements. The Facility will ensure that reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions of that position.