

## CITY OF MADERA

### ANIMAL CONTROL OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

To enforce City ordinances governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare; to answer calls and investigate complaints related to animal control operations; to arrange for the collection, impoundment and transport of stray, injured, vicious, diseased and dead animals to appropriate locations; to maintain detailed and accurate records; and to perform related duties and responsibilities as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Animal Control Officer** is the working level class in which incumbents are expected to perform the full scope of assigned duties after completion of the probationary period. Incumbents are skilled in enforcing codes and regulations in a broad range of animal and vehicle related areas. The work requires independence and discretion in dealing with the public and in conducting field enforcement activities. This classification differs from the next higher classification of Abatement and Code Enforcement Manager in that the latter is responsible for overall management of the Code Enforcement and Abatement Division.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Police Auxiliary Services Supervisor or designated supervisory/management staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

Enforces City animal control ordinances and regulations governing the licensing, impounding and disposal of animals.

Patrols City streets and/or responds to complaints regarding stray, vicious, diseased, injured or dead animals.

Arranges for the collection of animals; obtains veterinary care or arranges for the transportation of animals to impound or disposal facilities as required; notifies animal owners of actions taken and procedures to be followed to claim their animals.

Sets traps to capture stray animals as needed.

Observes behavior of captured animals.

Investigates complaints of animal bites; verifies rabies vaccinations and enforces quarantine as needed; gathers facts from victims, animal owners and medical staff regarding bite incidents; prepares related reports.

Investigates complaints regarding loose livestock and livestock injuries or losses due to animal attacks.

Investigates complaints regarding inhumane treatment and neglect of animals.

Issues notices of violation and citations to owners of animals in violation of City codes, and appears in court and Administrative Hearings as required.

Resolves complaints between neighbors related to animal control issues; responds to complaints regarding incessant barking.

Communicates and coordinates with Madera County Animal Control officials and state Humane Officers regarding animal control issues.

Receives and responds to public inquiries, requests and complaints; interprets to the public all state, City and departmental laws, regulations and policies related to animal control and licensing requirements.

Researches and keeps abreast of changes in animal control regulations.

Maintains accurate and complete records and logs; prepares a variety of reports as required for the City and other agencies.

Speaks before community groups and organizations to educate the public about animal control regulations and problems, and to promote a positive public image of the department's animal control program.

Coordinates animal control activities with those of other divisions, departments and agencies as appropriate.

Performs general clerical duties as required, including but not limited to returning phone calls, assisting office visitors, preparing records and reports, copying, filing documents, entering and retrieving computer data, etc.

Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.

Works varying shifts, holidays and weekends.

Establishes positive working relationships with the community, city/county agencies and associations, and City management and staff.

## **WORKING CONDITIONS:**

Work is performed in an office and field environment; worker drives on surface streets and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, fumes/dust, solvents, chemicals, skin irritants, dangerous animals, violence, above average noise, chemical capture weapons, working at heights. Must be able to work irregular hours as necessary.

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk and intermittently walk, stand, run, climb, balance, bend, squat, crawl, twist and reach while performing office duties and/or field work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone and Police radio to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform enforcement duties, including handling chemical capture chemical capture weapons, capturing and restraining animals, and driving a motor vehicle.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Animal Control Officer**. A typical way of obtaining the required qualifications is to possess one year of experience in the care and handling of animals, and a high school diploma or equivalent.

### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

Possession of or the ability to obtain a PC 832 Firearms certificate within one year of employment

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

### **Knowledge of:**

Pertinent federal, state and city laws, codes and regulations

Modern principles and practices of animal control program management.

Various breeds of dogs, cats, and other domestic animals including livestock.

Principles of licensing, controlling and disposing of animals.

Methods of animal collection and impoundment.

Normal and abnormal animal behavior and symptoms of animal abuse.

Types of equipment, materials and specialty items used in animal control procedures.

Locations and characteristics of the various neighborhoods.

Principles and practices of record-keeping and reporting.

Modern office practices and technology, including the use of computers for word processing and records management.

Basic arithmetic

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**

Understand, interpret, apply and enforce pertinent laws, policies, rules and regulations

Understand and follow oral and written instructions.

Exercise sound, independent judgment with minimal supervision.

Effectively coordinate and implement a variety of animal control activities.

Use and care for animal control equipment, including bite sticks, animal traps, snares, lariat and chemical capture weapon; safely operate assigned vehicle.

Work under stressful or dangerous conditions, often involving personal risk or risk to others.

React quickly and calmly in emergency situations

Physically pursue, apprehend and control animals of varying sizes and weights.

Handle sick, injured and vicious animals under varying conditions.

Deal courteously, yet firmly and effectively with the public in enforcement situations

Gain cooperation through discussion and persuasion.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Use computers effectively for word processing and records management.

Perform mathematical computations with accuracy.

Meet the physical requirements necessary to successfully perform assigned duties.

**Skill to:**

Safely and effectively operate the tools and equipment used in the capture, control and maintenance of animals .

**Additional Requirements:**

Ability to pass the California State Department of Justice fingerprinting clearance.