



Department: Animal Control
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FLSA Status: Non-Exempt
Prepared Date: Jan. 19, 2017

JOB TITLE: Animal Control Officer

SUMMARY:

Performs enforcement of laws and ordinances related to animal regulation within the City limits.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Responds to calls and patrols streets to enforce animal regulations, laws and ordinances.
- Assists the public with redemptions and adoptions of animals.
- Processes animal licenses.
- Investigates and resolves complaints about animal cruelty, dangerous and nuisance animals.
- Picks up stray animals, checks for licensing, and impounds animals.
- Issues warnings or citations to owners for animal control law violations.
- Performs animal care activities of the animal shelter.
- Maintains animal shelter building area and animal control vehicles.
- Orders and maintains animal shelter supplies and equipment.
- Prepares and conducts rabies clinics.
- Monitors quarantine and bite cases.
- Performs animal euthanasia with animals not redeemed or adopted.
- Transports injured animals to veterinarian for care.
- Use and maintain equipment required in the capture and restraint of animals.
- Prepares correspondence and reports.
- Issuance of parking citations.
- Responds to afterhours animal control emergencies.
- Participates with schools in animal education.
- Makes presentations to community groups, attends meetings and conferences.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- High school diploma or general education degree (GED); one year related experience and/or training handling animals; or equivalent combination of education and experience.



- To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to communicate effectively, excellent verbal and writing skills.

OTHER JOB EXPECTATIONS:

- Safely, effectively and humanely capture, restrain and handle different types of animals.
- Deal effectively with the public in tense, emotional situations.
- Operate an animal control vehicle.
- Lift small and large animals.
- Plan, organize and administer programs.
- Prioritize, schedule work, and meet timelines.
- Explain and enforce polices and regulations.
- Maintain up to date knowledge of regulations.
- Represent the department at meetings.
- Establish, maintain effective relationships.
- Operate a computer and related software.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Knowledge of different types of animals, their characteristics and traits.
- Knowledge of California penal codes relating to citation authority.
- Knowledge of euthanasia policies, practices and applications.
- Knowledge of various animal capture and restraint techniques.
- Goals, policies and objectives of animal control and regulation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California driver's license.
- Within one year of employment:
 - Complete Penal Code 832 course
 - Peace officers standard training baton certification
 - First Aid and CPR certification
 - Euthanasia and Powers of Arrest certifications

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.



PHYSICAL DEMANDS:

- Sitting, standing, stooping, walking, climbing, grasping, crouching, crawl, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 100 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required to have physical capacities to move quickly in response to animal behaviors.
- Required to work as a team player, courteously and respectfully with co-workers in a close working environment.

WORK ENVIRONMENT:

- Works in both inside and is regularly exposed to outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and odors.
- Noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.