

ANIMAL CONTROL OFFICER

PURPOSE: To provide care for animals in a shelter facility and to enforce animal control ordinances.

FUNCTIONAL AREAS: Under direction, to:

1. Enforce animal control ordinances.
 - * A. Capture and impound animals running at large.
 - * B. Collect and dispose of dead animals.
 - * C. Investigate reports of animal attacks or animal cruelty, neglect, and other complaints, interview witnesses, collect evidence, and prepare written reports.
 - * D. Issue citations for animal control violations.
 - * E. Prepare reports and documents for the prosecution and provide testimony in court as necessary.
 - * F. Prepare written reports, maintain required records, and formulate reports using a desktop or Mobile Data computer to enter and retrieve data.
 - * G. Respond to 911 animal calls for service.
 - * H. Participate in the handling of animals during investigations of mistreatment or control of abandoned, dangerous or unattended animals.
 - * I. Check animal licenses and inspect properties housing animals for compliance with applicable laws.
 - * J. Investigate animal bites and coordinate handling and quarantine of animals.
2. Provide care to animals in a shelter facility.
 - * A. Perform tasks including feeding, watering, exercising, and grooming animals.
 - * B. Inspect animals for injury and illness, and perform basic first aid for minor injuries.
 - * C. Consult with veterinarians and other animal care specialists as needed.
 - * D. Perform euthanasia of animals using intravenous and intra-peritoneal injections.
 - * E. Provide basic health care to animals including dispensing prescribed medications, vaccinating and blood draws.
 - * F. Perform the safe handling, restraint and moving of aggressive animals.
 - * G. Assess animal temperaments.
3. Maintain animal shelter facility.
 - * A. Perform the cleaning and disinfecting of animal cages and supplies.
 - * B. Perform the cleaning and disinfecting of building and equipment.
 - * C. Report maintenance problems to appropriate personnel.
4. Provide service to the public.
 - * A. Respond to telephone inquiries and complaints.
 - * B. Interview and screen individuals interested in pet adoption.
 - * C. Provide information regarding animal temperament, animal care, responsibilities of pet ownership, and applicable laws.
 - D. Conduct public presentations and tours of the animal shelter facility.
 - E. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. One (1) year of verifiable education and/or experience in law enforcement, animal control, or a closely related field. Care of personal pets is not accepted.

License Requirement

- ◆ A. Possession of a regular Minnesota driver's license or privilege.

Knowledge Requirements

- ◆ A. Knowledge of techniques used in the basic care and handling of animals.
- ◆ B. Knowledge of the methods, procedures, and equipment used in animal restraint and control.
- ◆ C. Knowledge of basic health care and first aid for animals.
- ◆ D. Knowledge of common animal diseases and the ability to recognize symptoms.
- ◆ E. Knowledge of humane methods of animal disposal.
- ◆ F. Knowledge of basic sanitizing and disinfecting methods and techniques.
- ◆ G. Knowledge of animal temperaments and behavior.
- ◆ H. Knowledge of applicable animal control laws and ordinances.
- ◆ I. Knowledge of and ability to use Microsoft computer applications, including Word, Excel, Access and Power Point.
- ◆ J. Knowledge of conflict resolution methods and techniques.
- ◆ K. Knowledge of the proper use, secure storage and proper disposal of lethal chemicals, syringes and related equipment.

Ability Requirements

- ◆ A. Ability to safely capture, transport, and handle aggressive animals.
- ◆ B. Ability to communicate effectively both orally and in writing before groups and in court.
- ◆ C. Ability to effectively communicate, interact and exercise good judgment with people while enforcing animal control laws and ordinances.
- ◆ D. Ability to write effective reports and to maintain accurate records.
- ◆ E. Ability to establish and maintain effective working relationships with co-workers, other agencies, and the general public.
- ◆ F. Ability to work shifts.
- ◆ G. Ability to perform physically and emotionally demanding work in unpleasant and stressful conditions.
- ◆ H. Ability to perform euthanasia of animals using intravenous and intra-peritoneal injections.
- ◆ I. Ability to provide medical care to animals by vaccinating, dispensing oral medications and drawing blood.

Physical Ability Requirements

- ◆ A. Ability to work outdoors in all types of weather.
- ◆ B. Ability to frequently sit, walk, stoop, push, pull, balance, and climb while carrying out job duties.
- ◆ C. Ability to lift and transport animals weighing up to 75 pounds.
- ◆ D. Ability to attend work on a regular basis.

* Essential functions of the job

- ◆ Job requirements necessary on the first day of employment

HR: CT	Union: Basic	EEOC: Service/Maint	CSB: 20110705	Class No: 4435
WC: 8831	Pay: 24	EEOF: Police Protection	CC: 20110926	Resolution: 11-0476R