

## **POSITION DESCRIPTION**

**Position Title:** Animal Control Officer  
**Department:** Police  
**Division:** Animal Control  
**FLSA:** Non-Exempt  
**Retirement:** KPERS  
**Date:** December 7, 2015

### **GENERAL PURPOSE**

Responsible field work in the enforcement of animal control and licensing ordinances as well as the care and feeding of animals at the Animal Shelter.

### **SUPERVISION RECEIVED**

General supervision is provided by the Animal Control Supervisor.

### **SUPERVISION EXERCISED**

May occasionally supervise volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Responds to complaint calls and routinely patrols the City in regards to unleashed, unlicensed, vicious, diseased, injured or stray dogs and other animals.
- Picks up and impounds animals running at large, unwanted or which are reported to be rabid.
- Issues citations to owners violating animal control or licensing ordinances and appears in Municipal Court in relation to such citations.
- Assists in destroying diseased, injured, unclaimed, or unwanted animals.
- Feeds and waters animals at the Animal Shelter.
- Maintains Animal Shelter and surrounding grounds.
- Takes in animals delivered to the Animal Control Shelter, adopts out animals as requested and releases animals that have been impounded once the owner has met related conditions.
- Will be required to work on an on call basis and be able to be reached.
- Maintains and files records as required by State of Kansas.
- Drive 3/4-ton pick-up truck with animal carrier.
- Utilize animal capture equipment.
- Communicate with 2-way radios.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Oversees the safety of assigned operations by instructing individuals in proper safety procedures and/or reporting violations of safety policies. May perform or assist in accident investigations.
- May perform other duties as assigned.

### **PERIPHERAL DUTIES**

- May serve as a member of various employee committees.
- May help supervise volunteers of animal welfare organizations.

## **MINIMUM QUALIFICATIONS**

### ***Education and Experience:***

- (A) Graduation from high school or GED equivalent.
- (B) Minimum age of 18.
- (C) Must possess a current, valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (D) Must have a good driving record.
- (E) Capable of lifting up to 40-pound animals into animal carrier, climbing ladders and trees.
- (F) Capable of coherently speaking English while communicating verbally face to face and by way of two way radios.
- (G) Capable of correct grammatical use of the English Language in reports and other paperwork.
- (H) Must be able to work variable shifts and weekends.
- (I) Shall be required to keep and maintain a phone where they reside.

### ***Necessary Knowledge, Skills and Abilities:***

- (A) Possess knowledge of different breeds of dogs, cats and other animals, and basic knowledge of diseases that may affect various breeds of animals.
- (B) Some knowledge of laboratory procedures of animals.
- (C) Capable of physically negotiating rough or hostile terrain while in pursuit of animals.
- (D) Ability to gain a working knowledge of City animal control and licensing ordinances; Capture and handle dogs and other animals; Deal tactfully and courteously with the general public; and Develop and maintain effective working relationships with department and other city personnel.

## **SPECIAL REQUIREMENTS**

- No felony or misdemeanor convictions, including expunged and diverted charges involving theft, animal abuse or neglect, domestic violence, or drugs.
- Ability to meet attendance requirements of position, which may include nights, weekends, and holidays.

## **DESIRABLE QUALIFICATIONS**

At least one-year experience related to Animal Control or an environment designated for the treatment, care and/or displacement of animals.

## **TOOLS AND EQUIPMENT USED**

Motor vehicles with animal cages, police radios, and safety lighting equipment; animal catchpoles, animal carriers, cages, tethering equipment, and feeding supplies; darting rifle and pistol; high pressure washer; digital camera; general office equipment to include personal computer, copier, fax, scanner, multi-line phone system, 2-way radio and cell phone.

## **PHYSICAL DEMANDS**

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.

Work is performed mostly out of the office. Considerable outdoor work is required in the collection and adherence of policies and ordinances.

Entering data with a keyboard requires some repetitive arm and hand movement. Use of a personal computer/office machines and animal control equipment requires coordinating movement of more than one limb simultaneously.

The employee must occasionally lift and/or move up to 115 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

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.

The noise level in the work environment can become elevated with outdoor work at the animal control shelter and when on the road, office work is usually quiet.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**APPROVING AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date