

## **Senior Animal Control Officer**

### **GENERAL:**

Meets all of the qualifications and performs the duties of Animal Control Officer. In addition, under general direction of the designated shift supervisor, performs a wide variety of complex, responsible, and confidential administrative duties; assists the Chief of Police in a support capacity to assure departmental, operational and office efficiency; functionally supervises office clerical staff and volunteers and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

The class of Senior Animal Control Officer is distinguished from other Animal Control Officer positions by the responsibility for being the lead supervisor of Animal Control personnel and for directly assisting in the efficient functioning of the Animal Control Department and its employees and volunteers including their training and scheduling. The class requires a thorough knowledge of departmental procedures and precedents, ordinances, laws and regulations governing licensing, impounding, care and destruction of animals.

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

General supervision provided by the Administrative Captain. Direct supervision provided by a Police Sergeant or duty assigned supervisor. The Senior Animal Control Officer provides direct supervision, training, and evaluation of employees and volunteers.

### **REPRESENTATIVE ESSENTIAL DUTIES:**

In addition to those duties assigned an Animal Control Officer, a Senior Animal Control Officer supervises the impounding animals and general shelter duties.

Supervises the maintenance of the shelter in a clean and sanitary condition through established departmental policy.

Orders supplies and equipment as directed by supervisors.

Keeps records of shelter operations including impounds, quarantines, adoptions, euthanizations and disposal.

Prepares and submits monthly reports to the Chief of Police.

Handles the sale of dog licenses and is responsible for the collection of all fees.

Interprets ordinances related to animal control work to departmental employees, volunteers and the public.

Answers and responds to calls and complaints from the public regarding strays, vicious and dead animals.

Transports and impounds dogs, cats and other animals.

Makes investigations on animal control matters.

Prepares work schedules and assigns staff and equipment.

Trains, supervises and evaluates the work of departmental employees and volunteers.

Gives assistance in difficult and emergency situations as directed by Police supervisors.

Receives initial citizen complaints of Animal Control services.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

Care and feeding of domestic and wild animals, primarily dogs and cats.

Basic methods of animal collection and impoundment.

Basic investigative techniques.

General law enforcement functions and procedures.

Demonstrates Ability to:

Effectively develop and apply skills in the humane treatment of animals.

Demonstrate knowledge of applicable laws, ordinances, and regulations governing the keeping of animals within the City.

Recognize common diseases carried by domestic and wild animals.

Provide assistance to law and code enforcement personnel in a variety of capacities.

Communicate clearly, concisely, orally, and in writing.

Carry out assigned duties without close supervision.

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

Physical Requirements:

Must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job functions.

EXPERIENCE, EDUCATION AND LICENSES:

High school graduate or possess GED equivalent.

Must possess a California Driver's License

Possess a certificate from the California P.O.S.T., governing laws of arrest and safety in firearms as described in Section 832 of the California Penal Code at date of appointment.

Two years of direct experience in animal control and shelter supervision management.

Some knowledge of veterinary practices in the care of animals is extremely desirable.

RESIDENCY:

Must reside within 10 miles of the City or 15 minutes driving time to the Police Department within 1 year from date of permanent status.

The City reserves the right with the concurrence of the Department Head, to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley - an equal opportunity employer.