Date Adopted: 6/13/06

# CITY OF GLENDORA

# ANIMAL CONTROL OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## DEFINITION

Under general supervision, performs a variety of duties involved in the enforcement of State laws, City ordinances, and regulations relating to animal control and impounding of animals; issues dog licenses; performs related duties as required.

## ESSENTIAL JOB FUNCTIONS

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Patrols City; captures, transports, and impounds stray animals; issues citations or notices of violation in the enforcement of ordinances relating to animal control; prepares incident reports; may attend court and provide testimony regarding cases involving court action. (a b c d g h i j k l n o q)

2. Conducts investigations of reported violations of zoning code provisions regarding the keeping of animals and cruelty to animals, reports of animal bites and animal nuisance complaints; interviews complainants and identifies animal owners; establishes quarantines to determine health of animals; may impound seriously injured or ill animals and arrange for veterinary care. (a b c d g h i j k l n o q)

3. Provides assistance to the public regarding animal control matters; responds to inquiries and provides information regarding state and local animal control laws; coordinates animal control activities with other City departments and with outside agencies; coordinates spay/neuter programs and rescue placement programs with animal rescue organizations. (a b c d f h l q)

4. Traps, transports, releases and/or euthanizes wild animals; picks up and transports dead animals for disposal or to laboratory for testing in the event of suspected rabies. (a b h i k l n o p q)

5. Performs various office duties including the preparation and maintenance of a variety of operational and accounting records and reports; receives fees and issues receipts; issues dog licenses; sets up rabies clinic; makes presentations to schools and civic organizations regarding animal care and control; produces newsletter related to animal control and care. (a b c d e f g l m n)

6. Inspects pet centers, pet shops and kennels to ensure compliance with related laws. (a b c d g h j l m)

7. Operates and maintains animal control vehicle and related equipment; responds to radio messages or telephone instructions related to citizen complaints regarding animal problems. (a b g k l n q)

REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

a. Communicate clearly and concisely, both orally and in writing.

b. Understand, apply, and explain relevant state laws and municipal ordinances.

c. Meet the public in situations requiring diplomacy and tact.

d. Deal constructively with conflict and develop effective resolutions.

e. Make presentations on animal care and control.

f. Represent the City in a variety of meetings.

g. Prepare routine reports.

h. Analyze situations and adopt quick, calm, effective and reasonable courses of action.

i. Respond to emergency and problem situations in an effective manner.

j. Recall faces, names, and details of incidents.

k. Operate light trucks with restricted rear vision.

l. Maintain a variety of records.

m. Operate a computer and a variety of office equipment.

n. Operate a radio and remember codes.

o. Lift up to 100 pounds on a regular basis.

p. Trap, release and/or euthanize wild animals.

q. Meet the physical requirements established by the City.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

## QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

An Associate's degree or equivalent, and two years of experience working with animals.

Knowledge and Skill Levels

Working knowledge of the handling and routine care of domestic and wild animals; methods and techniques of animal capture and impoundment; animal types/breeds and behavior patterns; symptoms of animal illness and disease.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Completion of P. C. 832, Arrest, Search and Seizure within one year of employment.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein 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 job functions.*

Environment: Work is performed in an indoor and outdoor environment, with travel from site to site; exposure to inclement weather conditions, potentially dangerous animals, noises, vibrations, odors, dust, vehicle traffic, working and/or walking on uneven surfaces, confined spaces, noxious fumes, and varying working hours, including weekends and holidays.

Physical: Primary functions require sufficient mobility to walk, stand, sit, bend, stoop, crouch, reach, twist, lift, kneel, push and/or pull moderate amounts of weight for prolonged periods of time, travel to various locations to pick up and dispose of animals, and exert physical strength when handling animals and livestock.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006