

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Animal Control Officer</u>
Sch & Grade	<u>PAT-5</u>
Class Code	<u>DA25</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Public Safety Support and Security</u>

PRIMARY PURPOSE:

Enforces ordinances related to animal control including responding to citizen complaints regarding stray, injured, dangerous or unwanted animals, dogs running at large, and investigation of cruelty to animals and animal bites reports.

SUPERVISION:

Under the direct supervision of the Supervisor of Animal Control. May also receive direction from the Senior Animal Control Officer.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Responds to citizen complaints regarding stray, injured, dangerous or unwanted animals, dogs running at large, etc.
2. Compiles initial investigation, including interviews of all involved parties, on animal cruelty and neglect charges and performs related duties to promote compliance with state and local laws regulating animal treatment and to build a solid court case.
3. Drives city vehicles to patrol the City, impound stray dogs, and transports animals to the City Animal Shelter or other animal care facilities according to City ordinances.
4. Contacts and advises citizens regarding barking dogs, violations of leash ordinances, inhumane treatment of animals, etc.
5. Issues warnings and citations for ordinance violations.
6. Appears in court to testify when required.
7. Prepares daily activity reports and photographs animals for the Springfield-Greene County website.
8. Works at City Animal Shelter to feed and care for confined animals and/or to destroy injured, diseased and/or unclaimed animals as required.
9. Collects fees for shelter charges and releases animals.
10. Handles potentially rabid animals during bite investigations and observes animals during quarantine period for signs of illness.
11. Prepares specimens for transport to City laboratory for analysis.
12. Reads and interprets a variety of information including applicable laws, codes and ordinances relating to animals and environmental health.
13. Responds to radio dispatched calls for service and utilizes vehicle radios to communicate.
14. Maintains Animal Shelter and its grounds including utilizing hand and power tools such as lawn mower, weed eater, etc.
15. Utilizes Shelter Pro software to document investigations, organizes data into reports and monitor retention of documents as required by state law.
16. Initiates investigations regarding possible environmental nuisance violations encountered in the normal course of handling animal control calls and performs follow-up investigations.
17. Prepares and delivers animal welfare programs and presentations as required.
18. Evaluates animals at in-take for basic zoonotic disease and body condition.
19. Vaccinates all animals.
20. Reports any disease or illness of animal to veterinarian.

IMPORTANT FUNCTIONS:

1. Performs minor office administration tasks such as copying, filing records, etc.
2. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of enforcement policies and procedures as it relates to animal welfare and public safety.

Abilities

Follow oral and written instructions; communicate effectively both verbally and in writing; present an overall professional image; prepare and present clear and accurate reports, prepare and delivers speeches and presentations; utilize necessary computer software applications; deal effectively and courteously with associates and the general public; handle a large volume of public contact including handling difficult situations in a pleasant and efficient manner; make independent decisions and work without close supervision; safely handle vicious and/or possibly rabid animals in a manner which will avoid injury to persons or the animals; euthanize animals; read and learn applicable ordinances and proper procedures of animal control and apprehension; make routine mathematical calculations for activity reports, inventory, etc.; perform the essential functions of the job without posing a direct threat to the health and safety of others; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City's stated mission and philosophy.

Experience, Education, and Training

Two years of college, vocational, or technical school with major emphasis in wildlife management, biology, animal husbandry or a closely related field; or a high school diploma with two years of work experience involving frequent customer, client, or other public contact of which at least one year of experience was in animal handling as a veterinarian assistant, attendant at an approved kennel, animal control officer, or closely related occupation; or two years of work experience in the enforcement of government laws and regulations.

Physical Requirements

Performs bending, squatting, twisting, kneeling, and reaching from overhead to ground level; must be able to lift, carry, push, and pull up to 80 pounds; hold and grip objects; climb such things as ladders, stairs, and fences; must run, walk, and sometimes crawl after animals; subject to periods of prolonged sitting and standing; must be able to distinguish colors for animal identification and tag coding system.

Working Environment

Both indoor and outdoor working environment with exposure to extreme weather conditions, dust, and pollen; subject to constant noise, odors, and fumes; susceptible to chemical hazards associated with sanitizers and cleaners; possible exposure to disease and other safety hazards associated with handling injured, rabid, diseased, or vicious animals.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License. Candidates must obtain and maintain certification to euthanize within the first year of employment. Willing and able to take rabies shots on a periodic basis to reduce the possibility of rabies infection.

Miscellaneous Requirements

Ability to work day or evening shifts, weekends or holidays as required. Subject to emergency call-in. Must pass pre-employment background investigation and functional capacity exam.

Last Revision: January 31, 2012	GENERAL ORDINANCE NO. 4961
Comments: Updated Abilities	Date: February 7, 2000
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____