

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Sr. Animal Control Officer
Sch & Grade PAT-6
Class Code DA27
FLSA Status Non-exempt
Bargain Unit Elig. AFSCME
Occupational Group Public Safety Support and Security

PRIMARY PURPOSE:

Performs advanced, comprehensive work that includes enforcing ordinances related to animal control and conducting investigations of vicious dog complaints and animal abuse complaints. Provides instructions, assigns and reviews the work of Animal Control Officers.

SUPERVISION:

Under the direct supervision of the Supervisor of Animal Control. Serves as a lead, directing animal control staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists Supervisor in preparing and maintaining required records and reports including payroll, inventory, program statistics, monies received at the City Animal Shelter
2. Participates in the design of standard operating procedures for the animal control program.
3. Serves in the capacity of the Supervisor of Animal Control in his/her absence.
4. Provides training and instruction to new and current employees including proper animal handling techniques and ensures that safety equipment and protective gear is utilized whenever appropriate and equipment is kept in safe and working order.
5. Oversees the initial investigations on animal cruelty and neglect charges that Animal Control Officers perform and promotes compliance with laws regulating animal treatment.
6. Investigates animal bite cases, vicious dog complaints and animal abuse complaints by establishing the identity of the victim, the cause of the injury, the owner of the suspected animal, and other pertinent information.
7. Interviews witnesses, collects evidence, and writes clear and objective reports related to the investigation.
8. Assists prosecutor in preparing cases for court and appears in court to testify when required.
9. Receives and investigates, and resolves public inquires and citizen complaints regarding stray, injured, dangerous or unwanted animals, dogs running at large, etc.
10. Performs typical Animal Control Officer job duties as defined in the Animal Control Officer job description.

IMPORTANT FUNCTIONS:

1. Performs minor office administration tasks such as copying, filing records, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Has a comprehensive knowledge of Animal Control principles and procedures dealing with handling, feeding, and caring for animals.

Abilities

Keep basic accurate records and prepare reports; follow oral and written instructions; communicate effectively both verbally and in writing; 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

Requires a minimum of three years of experience as an Animal Control Officer or a closely related occupation, either with the City of Springfield or another municipal government. Supervisory experience is preferred.

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 120 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 obtain and maintain certification to euthanize within the first year of employment.

Miscellaneous Requirements

Ability to work day or evening shifts, weekends or holidays as required. Also subject to emergency call-in.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 5564
Comments:	Updated Abilities	Date: 6-26-06

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:** _____