



**CITY OF IMPERIAL
JOB DESCRIPTION**

ANIMAL CONTROL OFFICER

SALARY: RANGE 57

FLSA Non-Exempt – IPOA
Department: Police Development

DEFINITION

Under general supervision, performs duties involved in the enforcement and communication of animal control codes, ordinances, laws, and regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; provides information to the public on regulations regarding the care and control of animals; participates in the care and feeding of animals; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Patrols the City and enforces animal control codes, ordinances, and regulations; investigates reports of animal abuse; issues citations, collects fees, and takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter(s); arranges for proper storage and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia.
- Responds to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Determines if calls meet the criteria for emergency response and call-out and how animal quarantines should be handled; evaluates and authorizes immediate care or euthanasia for sick and injured animals, emergency seizure of animals, and owner relinquishments in the field; determines if complaints and/or dangerous/vicious animal investigation should be initiated.
- Assists Police Officers with animal related issues, for example when an individual gets arrested while their pet(s) need to be cared for.
- Registers animals; follows up on registration violations including the collection of fees.

- Provides public education regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animal regulations; may make presentations to community groups and participate in the preparation of informational material regarding care and regulations.
- Identifies and investigates animal related crimes, interviews witnesses, collects evidence, drafts reports, and testifies in court.
- Investigates reports of animal bites; completes State mandated animal quarantines, as necessary.
- Provides testimony and participates as the investigating official in court proceedings. Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Participates in the care, feeding, control, euthanasia, and disposal of animals; assists in the cleaning and maintenance of cages, shelter facilities, and grounds.
- Prepares reports and maintains records, logs, and files of activities.
- Acts at liaison with the Imperial County Humane Society for animal control related issues.
- Performs assigned disaster service worker responsibilities, as directed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Applicable federal, state, and local laws, codes, and regulations.
- Identification of various breeds of dogs, cats, and other domestic animals.
- Identification of abnormal behaviors or signs of illness of animals.
- Principles of animal behavior and care.
- Principles and practices used in dealing with the public.
- Methods and procedures of kennel cleaning and maintenance.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Safe driving rules and practices.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret, explain, apply, and enforce laws, ordinances, and regulations pertaining to animal control.
- Effectively respond to calls for services.
- Meet and deal tactfully and effectively with the public.
- Respond to requests and inquiries for information regarding animal services.
- Understand and interpret rules and regulations governing the impounding and release of animals.
- Recognize normal and abnormal animal behavior.
- Handle potentially dangerous animals in a safe and efficient manner.

- Operate and maintain a variety of animal control equipment.
- Prepare and maintain accurate and complete records.
- Access, retrieve, enter, and update information using a computer terminal.
- Understand and follow oral and written instructions.
- Understand, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, prioritize, meet deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar.
- Establish, maintain, and foster positive and effective working relationships.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience in the enforcement and communication of animal services codes, ordinances, and regulations, and the humane care and handling of animals in a kennel, veterinary, or related setting or similarly related experience with animals.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition of an ASPCA or Cal-Animals Certified Animal Control Officer course within 12 months of appointment, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various City and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing in work areas and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry animals that typically weigh up to 100 pounds.

ENVIRONMENTAL CONDITIONS

Employees primarily work outside in variable weather conditions and under exposure to potentially infectious diseases and hazardous physical substances. May involve exposure to dangerous and/or diseased animals. This position will be around animals known to cause allergies. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

**City of Imperial
Classification and Compensation Schedule**

<u>CLASSIFICATION TITLE</u>	<u>BARGAINING UNIT NAME</u>	<u>RANGE</u>
Accountant	Unrepresented MSPC	75
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
Accounting Assistant III	Teamsters	66
Accounting Technician	Teamsters	69
Administrative Analyst	Unrepresented MSPC	78
Administrative Assistant	Teamsters	60
Administrative Services Director	Unrepresented MSPC	102
Administrative Technician I	Unrepresented MSPC	72
Administrative Technician II	Unrepresented MSPC	75
Animal Control Officer	IPOA	57
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
Building Inspector III	Unrepresented MSPC	80
Building Service Worker	Teamsters	60
Code Enforcement Inspector	Teamsters	69
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Project Manager	Unrepresented MSPC	92
Community Development Technician	Teamsters	57
Community Services Director	Unrepresented MSPC	102
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
Cybersecurity Administrator	Unrepresented MSPC	86
Distribution Utility Worker I	Teamsters	64
Distribution Utility Worker II	Teamsters	67
Engineering Technician/Inspector	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Finance Director	Unrepresented MSPC	102

City of Imperial
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Finance Manager	Unrepresented MSPC	98
Financial Analyst	Unrepresented MSPC	78
Fleet and Facilities Supervisor	Unrepresented MSPC	85
General Maintenance Technician I	Teamsters	64
General Maintenance Worker I	Teamsters	57
General Maintenance Worker II	Teamsters	60
General Maintenance Worker III	Teamsters	64
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Geographic Information Systems Project Manager	Unrepresented MSPC	92
Human Resources Analyst	Unrepresented MSPC	78
Human Resources Manager	Unrepresented MSPC	98
Human Resources Specialist	Unrepresented MSPC	80
Information Technology Analyst	Unrepresented MSPC	78
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	60
Information Technology Technician II	Teamsters	63
Information Technology Technician III	Teamsters	69
Lead Equipment Mechanic	Teamsters	70
Librarian	Unrepresented MSPC	78
Library Administrator	Unrepresented MSPC	81
Library Assistant	Teamsters	60
Library Assistant	Unrepresented Part-Time	60
Library Page	Unrepresented Part-Time	55
Library Supervisor	Unrepresented MSPC	77
Library Technician	Teamsters	63
Lifeguard I	Unrepresented Seasonal	55
Lifeguard II	Unrepresented Seasonal	56
Lifeguard III	Unrepresented Seasonal	57
Literacy Coordinator	Unrepresented MSPC	75
Literacy Coordinator	Unrepresented Part-Time	75
Lunch at the Library Intern	Unrepresented Part-Time	55
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	80
Organic Waste Monitor	Unrepresented Limited Term	65
Parks and Recreation Director	Unrepresented MSPC	102
Park Maintenance Worker I	Teamsters	57

**City of Imperial
Classification and Compensation Schedule**

Park Maintenance Worker II	Teamsters	60
Park Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
Planner II	Teamsters	77
Planner III	Unrepresented MSPC	80
Police Captain	Unrepresented MSPC	98
Police Chief's Administrative Assistant	IPOA	60
Police Corporal	IPOA	82
Police Officer	IPOA	76
Police Sergeant	IPOA	87
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
Project Manager	Unrepresented MSPC	92
Public Records Analyst	Unrepresented MSPC	78
Public Services Director	Unrepresented MSPC	102
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
Recreation Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55
Recreation Leader II	Unrepresented Seasonal	56
Recreation Leader III	Unrepresented Seasonal	57
Recreation Specialist	Teamsters	60
Special Events Coordinator	Unrepresented MSPC	75
Wastewater Operator I	Teamsters	71
Wastewater Operator II	Teamsters	74
Wastewater Operator III	Teamsters	80
Wastewater Operator Trainee I (OIT I)	Teamsters	60
Wastewater Operator Trainee II (OIT II)	Teamsters	64
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Water Operator Trainee I (OIT I)	Teamsters	60
Water Operator Trainee II (OIT II)	Teamsters	64
Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment Operator I	Teamsters	71
Water Treatment Operator II	Teamsters	74
Water Treatment Operator III	Teamsters	80