



## JOB DESCRIPTION

### Animal Control Lead Officer

Date Prepared: September, 2016

**SUMMARY:** Under basic supervision, assists in leading and directing Animal Control staff with their duties such as impounding animals, enforcing rabies control and other related state ordinances; responsible for dog licensing, parking, and right-of-way enforcement; performs related work, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assist with overseeing the day-to-day duties of the Animal Control Officers with direction; meet with citizens and community groups to resolve problems and/or complaints; interpret municipal code sections and makes recommendations for change.
- Assist local law agencies in the search and seizure of animals; review and recommend changes to the Animal Care and Control/Animal Care and Control Emergency Procedures Operations manuals; oversees officer log sheets and reports.
- Plot canvassing routes for License Checkers; meet to evaluate operations and create strategies for improvement; investigate complaints regarding vicious or stray dogs, injured animals, and animals suspected of having rabies; quarantines biting animals maintain files and follows up on all reported bite cases in City.
- Patrol the city and impounds stray, unlicensed, injured, sick, or dead animals and delivers them to animal shelter.
- Organize and supervise license checking programs and annual license clinics; organizes, monitors, and participates in kennel cleaning and maintenance; investigate cases with regard to animal cruelty, neglect, barking dogs, and animal bites.
- May be on standby call; responds to emergencies on weekends, holidays, and off-duty hours;
- Issue citations for code violations; prepare reports and records, may enforce business license ordinance; may patrol and enforce parking restrictions.
- Write, file, and assist in the execution of warrants; appear in court to testify and present evidence regarding violations of animal regulations and codes; collect license, redemption, owner-turn-in, and other fees from the public.
- Participate in public education programs and demonstrations to explain pet owner responsibility; safely operate and maintain animal control vehicles, which may include pulling or backing a stock trailer; utilize a variety of animal control devices and equipment including leash, muzzle, traps, and catch pole radio.
- Cleans and disinfects kennel areas, equipment, and vehicles; trains new personnel.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent AND three years of experience in the enforcement of animal control regulations. Fifteen college semester units may substitute for one year of experience. One year of supervisory experience is highly desirable.

### **Knowledge of:**

- State of California animal laws.
- Dog breeds, animal diseases, and symptoms.
- Safe and efficient methods of handling dogs and other small animals.
- City geography and street locations.

### **Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Understanding and enforcing ordinances, policies, and procedures related to both animals and parking.
- Remaining calm while working under pressure.
- Communicating via two-way radio and telephone; operating a computer and various programs; and maintaining records.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees; establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- National Animal Control Association Level 1 & 2 Certification OR the California Humane Officer Basic and Advanced Certification.
- Certification by Peace Officer Standards and Training, POST, Penal Code 832 – Powers of Arrest (Level III or above is preferred).
- Certification by Peace Officer Standards and Training, POST, Penal Code 832 – Firearms (Level III or above is preferred).
- PC 12002(g) Baton certification.
- Chemical Capture certification.
- SEMS 100, 200, and 300 are required within 12 months of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Occasional exposure to hazardous work conditions including contact with snakes, potentially wild, and dangerous animals; potential encounters with verbally or physically abusive individuals; work performed in streets and highways to remove stray or dead animals. Work is performed in a variety of environmental conditions, both indoors and mostly outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Regularly lifts objects up to 100 lbs. Other physical exertion including pushing, pulling, running, climbing, crawling, and kneeling is required. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Must be able to wear issued uniform and comply with division Uniform Appearance Standards. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include holidays, evenings, and/or varying hours, as assigned. Must be able to respond to emergency calls within thirty minutes.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date