



<b>DATE</b>	April 2014
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Senior Animal Services Officer  
 DEPARTMENT/DIVISION: Animal Services  
 REPORTS TO: Animal Services Division Director

**SUMMARY:** Responsible for performing activities of an Animal Control Officer and performs lead activities such as assisting with staff performance, monitoring staff on a day-to-day basis, preparing monthly activity reports, providing training, and serving as a safety coordinator. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Participates in monitoring the day-to-day operations of the department and performing a variety of administrative activities, which includes: processing and organizing credit card purchases; monitoring cash receipts and deposits; preparing and reviewing activity reports; coordinating monthly on-call and holiday schedules for on-call staff; and/or, performing other related activities.
- Performs vector control program services, which includes: ordering required equipment and supplies; preparing sprayers for calibration; spraying residential streets; completing vector control reports; coordinating staff participation in vector control activities; and/or, performing other related activities.
- Serves as the safety coordinator for the department, which includes: facilitating safety meetings; processing safety meeting notes and sign-in sheets; researching and conducting follow-up on staff concerns; assisting with the completion of accident and injury reports; and/or, performing other related activities.
- Patrols assigned area for emergency and non-emergency animal situations, including strays and wildlife. Investigates complaints and bite reports. Collects rabies specimens. Performs vector control activities.
- Apprehends and impounds pet and stray animals in violation of animal control ordinances.
- Issues citations and license violation warnings to pet owners. Attends court hearings to provide information on violations and supporting documentation.
- Responds to a variety of requests for service originating from citizen complaints, complaints from the community, to mediate animal disputes with neighbors, and to provide information.
- Educates the public on animal control ordinances, policies, and procedures, including proper control and care of pets.
- Euthanizes animals, following established guidelines and procedures. Maintains applicable euthanasia records and monitors compliance with applicable certifications.
- Assists the public in locating lost pets and adopting new pets. Works with the general public and rescue/humane organizations to re-home animals from the shelter to

permanent homes. Evaluates temperament, health, and general adoptability of animals to ensure a safe and lasting adoption, which includes working with wildlife rehabilitators for the successful rehabilitation of injured or orphaned wildlife.

- Responds to emergency situations involving animals on an on-call basis after normal business hours.
- Participates in law enforcement functions requiring animal control assistance.
- Performs other duties as assigned.

#### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Lead responsibility over Animal Services Officers and Animal Care Specialists.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of animal care and handling principles and practices;
- Knowledge of common animal diseases;
- Knowledge of animal behavior;
- Knowledge of wildlife habitat management principles and practices;
- Knowledge of animal breeds;
- Knowledge of animal traps, catch poles, and chemical immobilization techniques;
- Knowledge of sedatives utilized on animals;
- Knowledge of applicable laws, rules, regulations, and procedures;
- Knowledge of basic animal anatomy;
- Skilled in caring for animals;
- Skilled in apprehending animals;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in issuing citations and violations in accordance with applicable policies and procedures;
- Skilled in mediating conflict;
- Skilled in applying vector control processes;
- Skilled in identifying common animal diseases;
- Skilled in identifying animal breeds;
- Skilled in administering sedatives to animals;
- Skilled in cleaning and sanitizing animal care facilities;
- Skilled in providing customer service;
- Skilled in handling difficult animals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Three years of progressively responsible animal control experience.
- Requires a valid Texas Driver's License.
- State of Texas Basic Animal Control Certification.
- Basic Animal Handling Certification.
- Euthanasia Certification.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of more than 100 pounds.
- Work is typically performed in both a standard office and outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters and high and precarious places.
- Potential exposure to electrical shock, vibrations, fumes or airborne particles, infectious diseases, chemicals, and criminal suspects.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.