



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

DATE	September 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

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: 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.
- Educates the public on animal control ordinances, policies, and procedures, including proper control and care of pets.
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- Responds to emergency situations involving animals on an on-call basis after normal business hours.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over Animal Services Officers and Animal Care Specialists.
- Prepare mid-year and annual staff reviews for field staff
- Initiate Positive Performance Management to encourage strong performance and correct performance deficiencies
- Complete accident/injury reports as needed

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;
- Knowledge in resolving team conflict
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in mediating conflict;
- Skilled in applying vector control processes;
- 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;
- Ability to load a 75lb animal into animal transport unit without assistance

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.