

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF077 Animal Control Officer
POSITION #/TITLE: 0451, 0719, 0943, 1109, 1221, 2069 Animal Control Officer	Adopted: 07-97
	Revised: 12-11

POSITION DESCRIPTION

Dept /Division: Police/Animal Control	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 18
Reports To Position #/Job Code #/JC Title: 2575/NB458/Animal Control Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer. Respiratory usage	Position Testing: Physical Qualifications
Personal Protective Equipment: Respirator, Safety Glasses, Reflective Vest, Hearing Protection, Hand Protection, Head Protection, Face Protection	

General Statement of Duties

Assists in assuring that the City will be free from animals at large creating hazards of public health, public safety or public order; for protecting animals from neglect or mistreatment, and for ridding the streets and roads of animal carcasses.

Distinguishing Features of the Class

Work is performed according to established standards and procedures, with some discretion in work method and schedule.

Examples of Essential Work (Illustrative Only)

- Investigates animal control and cruelty complaints;
- Assists the public in resolving animal control problems in their area;
- Advises general public of applicable animal control ordinances and issues citations as necessary;
- Appears at contested court hearings to present evidence and testimony;
- Patrols and impounds animals at large; picks up sick, injured or dead domestic animals from streets and roadways;
- Responds to reports of bats or sick/injured wild animals that enter houses or garages at citizen's request;
- Works in cooperation with and responds to assistance calls from law enforcement agencies when animals are involved;
- Delivers pets to veterinarians for medical care as necessary;
- Maintains work records on appropriate forms or enters data electronically, and makes full reports on investigations;
- Performs emergency euthanasia for injured animals in the field when necessary, and assists with euthanasia at the shelter;
- Drives assigned vehicle, and maintains in good, clean working order;
- Enforces and monitors animal quarantines to ensure compliance;
- Participates in regular or special training and education programs to gain new ideas and information leading to greater efficiency, effectiveness, performance of duties;
- Practices good public relations in all phases of job responsibilities;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of laws and regulations of the State of Iowa, the City and the County that are applicable to an animal control program;
Knowledge of the characteristics and appearances of common breeds of dogs, cats and other domestic animals;
Fundamental knowledge of basic animal physical well-being;
Skill in handling all types of animals under sometimes adverse conditions;
Skill in interpersonal relations as applied to contacts with pet owners and general public;
Skill in proper use of guns acquired on the job;
Skill in operating computer equipment to enter or research animal information;
Ability to operate the following equipment and tools: light truck or van; 2-way radio; guns (shotgun, rifle, handgun, tranquilizer gun, catch pole, cat trap, microchip scanner);
Ability to work under general supervision;
Work is performed according to well-established standards and procedures, but a variety of settings, circumstances and situations often requires independent judgment until or unless superior may be consulted;
Ability to handle confidential information with tact and discretion;
Ability and willingness to receive lymes and rabies inoculations according to established schedule;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED supplemented with a minimum of two years veterinary technician experience, Humane Officer Training, NACA Level I and euthanasia training preferred; and
Computer/data entry experience preferred; and
Experience in the care and handling of animals, and in public contact in a complaint-oriented work setting also preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate equipment and tools;
Ability to regularly lift and/pr move a minimum of 50 pounds;
Must be able to freely bend, stoop, climb, crawl, run, and jump. Must have strength in hands to grasp, hold, push and pull;
Must be able to work in very hot, humid or cold conditions;
Must be able to meet the physically demanding requirements of the position;
Must have the ability to calmly and professionally handle emotionally charged situations and combative or aggressive citizens.