

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB431 Animal Control Programs Specialist
POSITION #/TITLE: 0720 Animal Control Programs Specialist	Adopted: 08-08
	Revised:

POSITION DESCRIPTION

Dept/Division: Police/Animal Control	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 06
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: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Word & Excel; Job fit assessment
Personal Protective Equipment: Safety Glasses, Hearing Protection, Hand and Face Protection	

General Statement of Duties

Performs a variety of clerical, administrative support, information dissemination, and animal control support services for the Animal Control Division programs and activities; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Coordinates animal adoptions at the Animal Control facility and adoption clinics;
Monitors and ensures adoption requirements for neutering, spaying and vaccinations are completed;
Coordinates animal control field activities and provides technical assistance for problem animals;
Provides programmatic information to other City employees and public concerning activities of the Animal Control Division;
Maintains records of calls for service, vehicle maintenance and orders drugs and supplies;
Assists in the preparation of bid specifications in accordance with Purchasing Services regulations;
Assists in the coordination of the Animal Control volunteer program;
Reviews methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in animal control program activities. Consults with Animal Control Program Manager on findings and further action;
Makes recommendations for purchasing supplies and/or equipment to the Animal Control Program Manager;
Facilitates record keeping and supervises the preparation of necessary reports;
Maintains various record systems and files related to Animal Control operations;
Gathers, assembles, updates, copies, distributes and/or files a variety of information, forms, records and data as requested;
Receives conflicts/complaints from members of the public involving Animal Control personnel and/or services, refers unusual or difficult situations to supervisor;
Researches and responds to public inquiries concerning Animal Control division activities and policies;
Promotes good public relations between Animal Control and the general public;
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

Good knowledge of the principles and practices of animal control and containment business management;
Good knowledge of current applicable state and local laws, rules and regulations for animal control, containment and euthanasia operations;
Good knowledge of animal control and containment rate structuring and setting principles, practices and techniques;
Ability to plan and organize animal control and containment projects;
Ability to read and interpret veterinarian and laboratory specifications and contracts;
Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, state and local elected officials, veterinarians, laboratory service providers and the public both orally and in writing, using both technical and non-technical language;
Ability to handle confidential information with tact and discretion;
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing animal control rate structures, control proposals, laboratory specifications and veterinary terminology;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
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 by additional course work in office management, veterinary science or other related field; and
Some experience in animal control operations, enforcement activities, kennel operations, and monitoring animal behavior; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

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 inspect a wide variety of animal control and containment programs and review a variety of written materials;
Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;
Sufficient personal mobility, which permits the employee to inspect animal control field operations and projects.