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| <b>CITY OF CEDAR RAPIDS<br/>POSITION PROFILE</b>             | <b>JOB CODE #/TITLE:</b> AF156<br>Lead Animal Control Officer |
| <b>POSITION #/TITLE:</b> 0194<br>Lead Animal Control Officer | <b>Adopted:</b> 05-09   |
|  | <b>Revised:</b> 01-10   |

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| <b>POSITION DESCRIPTION</b> |
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| <b>Dept /Division:</b> Police/Animal Control   | <b>Manager Level:</b> Lead Worker   |
| <b>Salary Plan/Description:</b> AFS/AFSCME   | <b>Salary Grade:</b> 24   |
| <b>Reports To Position #/Job Code #/JC Title:</b><br>2575/NB458/Animal Control Manager   | <b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>                 |
| <b>FLSA Status:</b><br>Non-Exempt  | <b>City Overtime Status (Employee Type):</b><br>Non-Exempt (Exception Hourly) |
| <b>Physical Demand Rating:</b> Very Heavy  | <b>Work Environment:</b> Uncontrolled   |
| <b>Pre-employment Testing:</b> Drug and health screening after contingent offer. Respiratory usage   | <b>Position Testing:</b> Physical Qualifications                              |
| <b>Personal Protective Equipment:</b> Respirator, Safety Glasses, Reflective Vest, Hearing Protection, Hand Protection, Head Protection, Face Protection |   |

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| <b>General Statement of Duties</b> |
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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.

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| <b>Distinguishing Features of the Class</b> |
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Work is performed according to established standards and procedures, with some discretion in work method and schedule. The Lead Animal Control Officer classification is distinguished from the Animal Control Officer classification by lead responsibilities.

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| <b>Examples of Essential Work (Illustrative Only)</b> |
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Functions as lead animal control officer, and assumes supervisory responsibilities over Animal Control Officers in absence of Police Sergeant or Animal Control Manager;  
 In the absence of Police Sergeant or Animal Control Manager assigns the work of Animal Control operations personnel;  
 Assumes primary responsibility to train employees on equipment, task procedures, work standards and proper safety procedures;  
 Patrols city roads;  
 Captures animals in accordance with the City of Cedar Rapids municipal codes and laws;  
 Removes animal carcasses from streets and roads;  
 Reports condition of animals to appropriate animal shelter personnel;  
 Responds to complaints of citizens;  
 Destroys animals in accordance with law;  
 Captures or destroys wild animals that enter houses, garages or yards at request of citizens;  
 Delivers pets to veterinarians for shots;  
 May assists in maintenance of animal shelter as needed;  
 Issues citations to pet owners for violation of animal control or delinquent rabies vaccination ordinances;  
 Researches computerized County and City records for dog licenses issued and contacts pet owners relative to dog licensing procedures;  
 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 and the City and County that are applicable to an animal control program, including licensing enforcement;  
Knowledge of animal identification;  
Good knowledge of basic animal physical well-being;  
Ability to organize and provide effective direction, and leadership to Animal Control Officers and maintenance staff;  
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 research dog licenses;  
Ability to operate the following equipment and tools: light truck or van; 2-way radio; guns (shotgun, rifle, handgun, tranquilizer gun);  
Ability to handle confidential information with tact and discretion;  
Ability and willingness to receive lymes and rabies inoculations according to established schedule;  
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 with a minimum of two years veterinary technician experience preferred; and  
Considerable experience in the care and handling of animals and in public contact in a complaint-oriented work setting also preferred; and  
Considerable experience coordinating the work of employees in an animal shelter environment and in accurate documentation of work logs, adoption documentation, medical information and other required documents; 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.  
Certified Euthanasia Technician 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.