



Senior Animal Services Officer

Department/Division:	Animal Care & Adoption Center
Reports To:	Shelter Manager
Provides Direction To:	Animal Services Officer
Exemption Status:	Exempt
Date Revised:	June 26, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under general supervision, lead, coordinate and supervise the work of assigned employees; perform a variety of technical and administrative duties involved in the enforcement and communication of animal services codes, ordinances and regulations in the field; lead animal complaint investigations and assist with field services administration and the handling of cases; perform other related duties as assigned.

CLASS CHARACTERISTICS

The Senior Animal Services Officer is responsible for leading, scheduling and training personnel and activities of the Animal Services Division on behalf of the Animal Shelter Manager and Animal Services Director. Incumbents in this class differ from the Animal Services Officer in that the latter class focuses on enforcing applicable laws and regulations in a civilian capacity, with limited peace officer authority.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.

1. Lead the training, scheduling and evaluation of assigned field employees; assign tasks and supervise field activities.
2. Assist Animal Shelter Manager in directing animal shelter operations and in explaining work methods, procedures and requirements to employees.
3. Lead investigations of animal complaints and follow through with other agencies in civil and criminal matters to assure appropriate records have been prepared and actions have been taken; respond to citizen calls.
4. Draft and review administrative procedures with Animal Shelter Manager or Animal Services Director.

5. Patrol areas within the City and enforce animal services codes, ordinances and regulations; investigate reports of animal abuse; issue citations; take appropriate actions.
6. Capture and impound unlicensed, stray and uncontrolled animals; transport animals to shelter; arrange for proper storage and humane care.
7. Pick up dead or injured animals; provide aid to injured animals; transport animals to veterinarian for treatment or euthanasia; medicate and vaccinate animals to be adopted.
8. Answer questions regarding the enforcement of animal services regulations and adoption and licensing policies and procedures.
9. Register animals; follow up on registration violations including the collection of fees; provide public education regarding humane animal services.
10. Write reports and maintain records, logs and files of activities.
11. Prepare cases and complaints for court action; testify in court.
12. Perform variety of kennel care duties as necessary.

EMPLOYMENT STANDARDS

Education and/or Experience:

Equivalent to graduation from high school and two years of technical training, certification or college-level course work in animal health care. Two to three years of experience in the enforcement and communication of animal services codes, ordinances, regulations and the human care and handling of animals is required. Experience with a public agency is highly desirable.

Knowledge, Skills and Abilities:

Pertinent State and local laws, codes and regulations; animal complaint investigation procedures; principles of employee supervision, leadership, evaluation and training techniques; methods and techniques of animal collection, impoundment and registration; identification of various breeds of dogs, cats and other domestic animals; principles of animal behavior and care; public relations techniques; occupational hazards and standard safety practices necessary in the area of animal services; recordkeeping practices; modern office practices, methods and computer equipment; safe work practices; safe driving principles and practices; use and care of a variety of animal control equipment; operate modern office equipment including computer equipment and software programs; inoculate and medicate animals; operate a two-way radio; operate a motor vehicle safely; plan, coordinate, train and review the work of assigned staff; interpret, explain, apply and enforce laws, ordinances and regulations pertaining to animal services; effectively respond to calls for service; meet and deal tactfully and effectively with

the public; recognize normal and abnormal animal behavior; handle potentially dangerous animals in a safe manner; prepare clear and concise reports; prepare and maintain accurate and complete records; work independently and in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public; understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing.

Licenses, Certificates and Special Requirements:

Possession of, or ability to obtain, a valid Class C or Class 3 California Driver's License and have a satisfactory driving record.

Possession of, or ability to obtain, a certificate in P.C. 832 within one year of employment is required.

Ability to work weekends, evenings and holidays.

PHYSICAL DEMANDS

The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a field classification with frequent standing in work areas and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information while in the office. Positions in this classification occasionally lift, move, and carry animals that typically weigh up to 100 pounds.

MENTAL DEMANDS

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.