

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

ANIMAL CONTROL OFFICER

JOB GRADE: 13

JOB CODE: 176

Department: Animal Control
Reports To: Commission
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 379.137-014

JOB DESCRIPTION

Enforce animal control laws and county ordinances. Oversee the county animal control program. Prepare and administer animal control budget. Develop policies and operating procedures for department.

ESSENTIAL JOB FUNCTIONS

A. Oversee animal control program:

1. Oversee vehicle care and maintenance.
2. Establish appropriate policies and procedures for department operation.

B. Enforce animal control laws and county ordinances:

1. Respond promptly and investigate complaints (reported by police/deputies) of vicious or diseased animals, stray or nuisance animals, animal abuse, sick, injured, stray or trapped domestic and non-domestic animals, neglect, abandonment, and barking dogs.
2. Explain ordinances regarding animal control to the public.
3. Post signs and distribute flyers and pamphlets as appropriate.
4. Respond to questions and complaints by citizens regarding animals.
5. Assist the public in trapping domestic and wild animals.
6. Arrange for recovery of animals by owners or adoption of strays whenever possible.
7. Arrange for veterinary care as needed.
8. Euthanize animals as appropriate.
9. Destroy badly injured, diseased or biting animals that cannot be captured.
10. Quarantine animals for observation according to established guidelines.
11. Inspect kennels and pet shops as required to ensure proper treatment of animals.
12. Investigate incidents involving dog bites or attacks.
13. Patrol streets in search of lost or roaming animals.
14. Participate in capturing and impounding stray, diseased or vicious animals using a variety of animal control devices and equipment including leash, muzzle, traps, and radio and tranquilizing equipment.

C. Prepare reports and maintain records:

1. Prepare reports regarding department activities such as impounded animals, number euthanized, number recovered by owners, number adopted, etc.
2. Testify as necessary in abuse or attack cases.
3. Establish and maintain a variety of files, records and reports regarding animal bites, quarantines, investigations, citations and daily statistics.
4. Prepare budget for animal control department for approval of County Commission.
5. Account for funds collected as fees in accordance with established procedures.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of animal control regulations, techniques and enforcement.
- Knowledge of the principles of management and supervision.
- Knowledge of requirements for maintaining an animal shelter in a safe, clean, and orderly condition.
- Knowledge of county geography and street and road locations.
- Knowledge of the techniques of safe handling and maintaining the general welfare of animals.
- Knowledge of the principles of communication.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of the principles and practices of bookkeeping and accounting.
- Knowledge of the work hazards associated with animal control.
- Ability to read, understand, and interpret codes, laws, regulations, policies and procedures of animal collection, impoundment, quarantine and disposal.
- Ability to establish and maintain effective working relationships with the public, public officials, and employees.
- Ability to deal with citizens in a courteous and pleasant manner.
- Ability to capture, secure, feed, care for, and transport domestic and non-domestic animals.
- Ability to establish and maintain a variety of records.
- Ability to account for money collected and manage departmental budget.
- Ability to operate a variety of tools, capture equipment, and related gear used for capture and securing animals.
- Physical capacity to apprehend animals, including walking, running, crawling, etc.
- Physical capacity to load/unload animals into truck and cages.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G.E.D. certificate plus five (5) years of experience in animal control or veterinary services or an equivalent combination of education and experience.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Certification as a Chemical Capture Technician (Preferred at time of hire but if not, must be obtained within one year following hire date).
- Certification as an Animal Control Officer (Preferred at time of hire but if not, must be obtained within one year following hire date).

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.