

CITY OF LATHROP

SENIOR ANIMAL SERVICES OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under minimal supervision, this position performs more complex tasks of Animal Services. Serves as lead officer to personnel and leads a variety of animal services including the enforcement of local and state laws governing the licensing, impounding, treatment and disposal of animals; responsible for the day to day operations and programs within the Animal Services Division, including responding to calls for assistance, assisting the public in locating and handling of animals; investigates complaints, provides public education; operates light vehicles; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Animal Services Officer** is the advanced working level/lead worker class in the Animal Services class series, responsible for performing more complex duties and difficult assignments involving unique and unusual animal services situations and often requiring considerable public interaction and scrutiny. Incumbent is expected to lead and train other Animal Services Officers and assigned office staff.

This class is distinguished from the next lower level of Animal Services Officer, in that the latter is the journey level class in the series, and performs the more routine work assignments. This class is further distinguished from the next higher level class of Animal Services Administrator, in that the latter is the next level of supervision in the Animal Services Officer series, and has overall responsibility for Animal Services staff.

SUPERVISION RECEIVED AND EXERCISED:

Reports to and receives general supervision from the Animal Services Administrator or assigned department head. Incumbents are expected to provide technical and functional supervision over lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Knowledge of leadership techniques, principals and procedures to lead Animal Services staff; responsible for supervising, planning, scheduling, assigning, evaluating and monitoring daily activities of Animal Services staff ; oversees the daily operations of animal services activities and field work; reports to Animal Services Administrator or assigned department head periodically on individual and team work accomplishments, problems, work processes and training needs.
- Comprehensive knowledge and responsible for enforcement of Federal, State and City laws, codes, ordinances, policies and procedures relevant to animal services to include the use of animal services procedures, humane treatment and handling of animals'; knowledge of proper use of relevant equipment, secure storage and disposal of controlled substances and supplies.

- Provides on-the-job training and instructions to subordinate staff as needed; provides input to performance evaluations and makes job performance recommendations to the Administrator/Department head.
- Responds to and monitors calls for service from the public; impounds animals and delivers them to the animal shelter; ensures that assigned staff is aware of and in compliance with established safety practices and procedures.
- Knowledge of interviewing and investigative techniques, procedures and principals, issuance of citations and warning notices, and practices of proper case management. Prepares and maintains records and reports; writes and submits reports for prosecution, appears and testifies in court; serves as an expert witness in court on matters pertaining to violations of animal control laws.
- Conducts the more complex humane and dangerous animal investigations or oversees investigations performed by other officers; recommends actions to be taken by the department regarding the continued maintenance of declared dangerous dogs; impounds repeat offending dangerous dogs and/or issues citations to owners/custodians.
- Responds to and investigates complaints concerning possible violations of animal control laws. Issues citations for violations of animal control and licensing laws.
- Captures and impounds stray, injured, unlicensed, aggressive or biting animals, euthanizes severely injured animals in the field, as permitted by law; properly cares for impounded or quarantined animals; releases animals under appropriate circumstances.
- Assists the public in retrieving or adopting animals; picks up and disposes of deceased animals; provides public education on pet owner responsibilities and safe and humane methods of animal care; addresses citizens concerns involving complaints; conducts repeat investigations of nuisance complaints; attempts to remedy or correct problems in a positive and safe manner; answers questions regarding animal services regulations.
- May work overtime, standby, during weekend, holidays, shift and call-back assignments; works at shelter as needed, and other duties as assigned.
- Consults with veterinarians regarding the proper treatment of injured or ill animals; euthanizes animals and maintains records of the euthanizations.
- Knowledge of computer systems, applicable software and operations; standard office procedures and ability to clean and maintain assigned City vehicles and equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, running, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, repetitive hand movement, climbing fences, and possible crawling in the performance of daily duties. The position also requires both near and far vision when performing investigations and operating assigned equipment. The need to lift, carry and push animals and supplies weighing 100 pounds or more may also be required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may be exposed to waste and infectious materials, and use cleaning chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the

incumbent to handle aggressive and biting animals, handle and move dead animals, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Animal Services Officer**. A typical way of obtaining the required qualifications is to possess; (A) the experience equivalent of five years of increasing experience as an Animal Services Officer in the care and handling of animals, and a high school diploma or equivalent; and (B) an Associate's Degree in animal husbandry, animal health, business administration, management or related field; or (C) three years of experience working as a lead officer or experience in a supervisory level position in the animal services field.

License/Certificate:

Possession of a valid Class C California driver's license. Possess a P.C. 832 P.O.S.T Certificate issued by the State of California. Posses a Euthanasia Certificate or possess a Licensed Registered Veterinary Technician License in California.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Various breeds of dogs, cats, and other domestic animals; safe and efficient methods of handling dogs, livestock and other small animals; advanced methods and techniques used to capture, control, impound, care for, handle and disposal of various breeds of animals; animal control laws and ordinances; common animal injuries, diseases and methods of control; techniques and methods for the treatment and euthanasia of animals; knowledge of child abuse reporting procedures and requirements; knowledge of court procedures as they relate to providing testimony regarding animal control cases; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Ability to exercise tact, self-restraint, good judgment and strategy in dealing with the general public, including individuals who may be angry, hostile, or distraught; promote courteousness and understanding during difficult animal services situations. Develop and maintain cooperative and professional relationship with employees, managers, the general public and outside agencies. Read and understand ordinances, policies, and enforcement procedures; enforce animal control laws and regulations; recognize normal and abnormal animal behavior; utilize proper capturing,

handling and muzzling techniques; administer first aid and lethal injections to animals; deal effectively with aggressive pet owners and others in the issuance of citations and impounding of animals; work cooperatively with other departments, outside agencies, and the general public; meet appropriate physical demands necessary for adequate job performance; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard animal services tools and equipment such as firearms, nets, immobilization gun, and related equipment; operate office computer hardware and a variety of word processing and software applications; operate a motor vehicle; operate a two-way radio and other modern communication technology, such as cell phone and/or data phone.