



Job Code: 0645
FLSA: NE
Unit: PCEA
Revised:

SENIOR ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, responsible on a daily basis for the City's animal control program's activities. In addition, assist the Police Department in the disposition of bicycles and vehicles; perform similar miscellaneous tasks.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from a Police Lieutenant; supervises employees assigned to animal control.

TYPICAL DUTIES

1. Plans and organizes the various activities comprising the animal control program.
2. Keeps abreast of laws and regulations pertaining to animal control and disposal.
3. Supervise subordinate personnel assigned to animal control activities.
4. Patrols City streets and picks up animals in violation of ordinances.
5. Investigates animal nuisance or dog bite complaints and locates such animal for proper dispensation.
6. Issues citations for failure to comply with pertinent laws.
7. Issues dog licenses.
8. Removes animals from private property and retrieves sick and dead animals.
9. Informs public of regulations and procedures related to animal control program.
10. Picks up, inventories and disposes of abandoned or stolen bicycles.

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11. Assists police personnel with the disposition of abandoned and illegally parked vehicles.
12. Performs related tasks.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern animal control techniques.
2. Applicable laws and regulations related to animal control disposal.
3. Appropriate methods of handling animals.

Skill to:

1. Organize animal control activities.
2. Supervise subordinates.
3. Read, understand and explain laws, regulations and other technical materials associated with animal control.
4. Work independently.

Education:

High school graduation, or GED equivalent.

Experience:

Three years of animal control experience.

License:

Valid Class C California driver's license.

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