

## **CLASS TITLE: ANIMAL CONTROL OFFICER III**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs responsible supervisory work in the enforcement of City ordinances relating to the control of animals and other related assigned duties.

### **EXAMPLES OF DUTIES:**

- Supervises and coordinates the work of catching, confining, caring for and disposing of animals in accordance with the City's ordinances relating to animal control
- Assigns the work of subordinate personnel and monitors their daily activities
- Authorizes the disposition of animals
- Interprets City ordinances for subordinates and the public
- Supervises difficult animal control investigations, decides disposition in difficult cases and ensures compliance with policy and procedures
- Sets short and long-term performance goals for subordinate personnel
- Evaluates the performance of subordinates
- Processes, records and accounts for monies received and remitted
- Performs public relations work and supervises the public education program
- Evaluates effectiveness of present operations and make improvement recommendations
- Oversees record keeping and selection process to ensure that proper animals are euthanized
- Conducts training sessions for subordinates
- Issues and maintains inventory control of City-owned equipment, euthanasia and tranquilizer drugs and ensures compliance with policies and procedures
- Maintains various records
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration or a related field and three (3) years of experience in animal control work, including supervisory or lead responsibilities; or a bachelor's degree in business or public administration or a related field and one (1) year of experience in animal control work, including supervisory or lead responsibilities; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of City ordinances relating to animal control; considerable knowledge of the methods of handling and maintaining custody of dogs; considerable knowledge of the safety requirements of the work; good knowledge of the care and feeding of small animals; good knowledge of the geography of the City; and knowledge of accounting and records keeping. Ability to assign, coordinate and direct the work of several employees engaged in the enforcement of City ordinances relating to animal control; ability to make effective and quick decisions in complex or emergency situations; ability to effectively communicate both verbally and in writing; ability to analyze and resolve problems; ability to maintain complete records, reports, and simple accounting statements; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather.

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**Class Code: 2033**

**EEO Code: E-02**

**Pay Code: EX-28**

**Group: Public Safety**

**Series: Public Safety Technical**

**Effective date: July 1, 2000**