



Class Code: 5-0153
FLSA: Non-Exempt
EEO: 4
Bargaining Unit: 5
Revised: 10/2020

ANIMAL CARE AND CONTROL OFFICER, SENIOR

DEFINITION

Under direction, coordinates, organizes, and provides lead direction for the day-to-day animal control functions of the county; enforces county ordinances and state laws governing the licensing, adoption, impounding, and euthanasia of animals; coordinates and performs a variety of animal control and compliance functions, including patrolling assigned areas; investigates welfare and cruelty complaints; collects and transports animals to the animal shelter; monitors and enforces animal control regulations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Animal Care and Control Officer series. Incumbents coordinate and provide lead direction for the day-to-day animal control functions of the County, as well as perform the full scope of duties assigned to Animal Care and Control Officers.

This class is distinguished from the Animal Care and Control Officer II in that the latter class performs enforcement and compliance duties related to animal control laws and ordinances. The Animal Care and Control Officer, Senior is distinguished from the Deputy Director Animal Care and Control in that the latter class performs a wide variety of administrative, management, and supervisory duties and limited field work.

Incumbents are subject to shift work as assigned, including days, evenings, weekends, and holidays. Standby duty is also required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from assigned supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Provides lead direction and work coordination for the day-to-day animal control functions of the county.
- Assists with the preparation and control of the animal care and control budget.
- Trains subordinate employees via instructing them in department policies, laws, ordinances, and proper techniques to be used in their work.
- Enforces county and state laws, regulations, and ordinances related to animal control.
- Investigates reports of animal cruelty and potentially dangerous animals.
- Patrols county areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on county maintained roads.
- Makes complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals as necessary.

- Educates and explains animal control ordinances, policies, and appropriate animal care to the public and concerned parties.
- Issues warning notices and citations to ordinance violators.
- Maintains, reports, and records of animal impounding, licenses issued, and license fees collected.
- Euthanizes animals in the prescribed manner, according to appropriate laws.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- County and state ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmission and communications.
- Euthanasia procedures.
- Recordkeeping methods and office procedures.
- Common diseases of animals, including symptoms and care.
- Basic methods of animal collection and restraint.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Principles of lead direction, work coordination, and training.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

Ability to:

- Provide lead direction, work coordination, and training, as assigned.
- Perform a wide variety of animal control and enforcement functions.
- Carry out oral and written directions.
- Drive a light truck safely and in accordance with traffic laws.
- Provide court testimony regarding animal control issues.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret, and enforce animal control laws, ordinances, and regulations.
- Use appropriate methods in the euthanasia of animals.
- Perform office support work.
- Maintain a variety of records and reports.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Communicate effectively, both orally and in writing.
- Regularly work well under pressure, meeting critical deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and clients.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Completion of P.C. 832 Training.

Completion of Euthanasia Training.

Selected candidates for this position may have access to controlled substances and are therefore subject to a background check as required by law.

Incumbents in this position may not have any drug or alcohol related felony convictions.

Education and Experience:

Three (3) years of experience in animal care or control, including public contact work and the enforcement of rules and regulations.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.