

CITY OF GARDEN GROVE

SENIOR ANIMAL CONTROL OFFICER

CLASS CODE: 203

RANGE: E164

DEFINITION:

Under general supervision, catches, impounds, and transports domestic and wild animals, and enforces and explains laws regulating animal possession, care, control and ownership. Provides supervision and training to animal control officer and clerical staff. Performs administrative tasks to assist in the operations of the Animal Control Office.

EXAMPLES OF DUTIES:

Patrol City streets and respond to requests and complaints of loose animals, barking dogs, animal bites, allegations of abuse or neglect, or other animal control related activities;

Remove deceased animals from roadways and dispose of properly;

Catch, confine, and/or transport animals to appropriate facilities;

Quarantine potentially dangerous animals and contact appropriate agencies;

Ensure the well-being of animals during transport and temporary holding on City property by providing food, water, and other basic essentials;

Identify injured or sick animals, administer treatment when possible, and transport to appropriate facilities for further treatment;

Locate, contact, and release animals to owners;

Clean and maintain animal control vehicles, temporary shelters, cages, and other equipment and areas used to transport and hold animals;

Conduct investigations in animal-related incidents, such as vicious animals or cruelty; testify in court, if necessary; arrest perpetrator(s); prepare cases and present evidence;

Process animal licensing requests and maintain records;

Inspect facilities for compliance and issue permits to animal-related businesses, such as groomers, kennels, pet shops, circuses;

Issue citations for violations to applicable City, County, or State code regulations;

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Respond to questions and inform residents of proper procedures, laws, and resources regarding animal control, care and services;

Tranquilize or euthanize animals with appropriate equipment when necessary;

Enter and maintain animal information in database;

Make and file appropriate records and reports on animal control activities;

Conduct presentations to educate community on owner responsibilities, humane animal care, wildlife handling, and shelter operations;

Train and provide work direction to animal control officers and clerical staff;

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

Two years of experience in the care and handling of animals, including one year of field experience as an Animal Control Officer.

Education:

Graduation from an accredited High School or successful completion of the G.E.D. (General Educational Development) exam. Coursework in Animal Science or related field is highly desirable.

Knowledge of:

Common animal and zoonotic diseases; applicable City, County, and State laws, codes, and regulations; safe and humane methods and techniques of animal collection, impoundment, quarantine, and registration; principles of animal behavior; practices in animal care and treatment; methods and procedures of record-keeping and general office practices; safe work and driving practices; procedures on investigations and report-writing; signs of animal cruelty, abuse, and neglect; procedures for proper maintenance and sanitation of equipment and facilities; good practices and principles of supervision and managing performance.

Ability to:

Interpret, apply, enforce, and communicate relevant codes laws, regulations, and procedures; operate computer terminal and applicable software; communicate effectively, orally and in writing; quickly exercise independent judgment and initiative within established guidelines and with minimal direction/supervision; deal tactfully with the public and provide good customer service; lift, carry, or move tools, equipment and animals weighing up to 100 lbs; follow oral and written

directions; conduct presentations to the community; handle difficult and dangerous individuals, animals, and situations; enter into unsafe, threatening, unsanitary, and/or substandard environments; gather and concisely report information; and be detailed oriented to ensure accurate and concise work products.

Other Requirements:

Must possess a valid California Class "C" driver's license. A DMV 10-year history printout is required at the time of application. The following trainings and certifications are required: Penal Code 832, Chemical Immobilization, Euthanasia by Injection, and Animal Law Enforcement Training Academy. Completion of a POST certified course in baton training per Penal Code 22295(g) must be done within a year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification stand, walk, sit, run, push, pull, lift and carry over 100 lbs, climb stairs, stoop/bend/lean, turn/twist, bend, crouch/kneel/squat, crawl, reach above and below shoulders, use hands and fingers repetitively; use rapid mental and muscular coordination; hear normal voice conversation, distinguish shades of color; see long distances; see small details; use a telephone; work on a computer; and drive a vehicle.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work inside and outside; are exposed to animal dander, fur, and hair; may be exposed to contagious illnesses or diseases; have direct contact with the public who may be upset; work alone; subject to loud noises, such as barking; are exposed to sharp objects, such as animal teeth or claws; subject to odors, such as animal waste; may be exposed to unsanitary or unsafe conditions; and have access to controlled substances. Employees will work in a 24-hour operating temporary holding shelter. Positions in this classification may be scheduled for shift work outside of the normal workweek, and must be available to work overtime, weekends, holidays, and on-call duty.

JOB FAMILY

Animal Control Officer, **Senior Animal Control Officer**

Adopted: TBD