

ANIMAL SERVICE OFFICER II

DEFINITION

Under general direction, supervises assistants and performs duties involving the enforcement of laws and ordinances relating to animals.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Investigates and corrects conditions, through education and/or prosecution, involving animals running loose or abandoned within the City; supervises and performs work involving the catching, confining and prompt transporting of animals to the appropriate facility or animal shelter; patrols City streets and responds to requests and complaints from residents; tranquilizes or euthanizes animals when necessary; issues citations for violations; and may explain shelter policies and answer questions from the public; ensures health and well-being of animals by providing food, water and medicine as needed during transportation to and after placement in the Animal Shelter or veterinary clinic; assists in the releasing of animals to owners by transporting (carrying, walking) animals in motor vehicles; recognizes symptoms of rabies and animal diseases and reports information to shelter staff; supervises and evaluates the work of subordinate employees at the Animal Shelter; keeps records and makes reports; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent assigned to Animal Services reports to the Animal Services Division Sergeant. This is a uniformed but non-sworn classification within the Police Department involving supervision of Animal Services personnel, and participation in catching, confining and transporting stray, diseased or injured animals.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from high school and six months of experience in the care and handling of animals.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the habits and characteristics of animals; accepted practices in caring for animals; City geography.

Ability to: plan, organize and supervise the work of subordinate employees; interpret and apply laws and ordinances relating to picking up and caring for animals; establish and maintain effective working relations with the public.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License; frequent standing and walking, and frequent stooping and bending; occasional lifting of over 50 pounds with frequent lifting or carrying of objects weighing over 25 pounds. Willingness to work rotating shifts, weekends and holidays.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is compassionate when dealing with abandoned, injured, or deceased animals and is capable of approaching unrestrained animals. This individual enjoys working indoors, outdoors, and with the public, including presenting information on animal ownership and self-protection from dangerous animals to interested groups. In addition, this individual uses good organizational skills and a team approach in supervising the Animal Services staff.

Previous class title: Animal Control Officer II

Title change per Council Resolution No. 2001-073
effective 7-1-01

Class specification prepared and approved: 11/01

Revised: 12/06

ADA Approved: 12/06