



City of Casa Grande

### Senior Animal Control Officer

**GENERAL PURPOSE:** Under limited supervision, performs animal control activities to safeguard citizens from dangerous animals; supervises Animal Control Officers and support staff.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises, schedules and evaluates assigned staff and volunteers; prioritizes and assigns tasks and projects; counsels, coaches, trains and instructs employees as required.
- Monitors operations and procedures, and submits recommendations for improving the work group's functions, policies and processes; reconciles issues relating to policies and procedures. Stays current on industry trends and rules and regulations.
- Responds to citizen calls for service; captures, contains, and impounds animals at-large, including sick, injured, and vicious animals; relocates wild animals; investigates animal bite reports; collects and prepares specimens for laboratory analysis.
- Investigates nuisance and animal cruelty complaints; interviews witnesses; notifies owners and involved parties of animal violations and corrective actions; writes reports, issues citations, prepares court documents, and testifies in court as required.
- Investigates request of service for dogs running at large, barking and nuisance issues; seizes animals as allowed by Arizona Statutes.
- Transports animals to shelter; picks up and disposes of dead animals.
- Provides animal related information to public; responds to questions regarding animal and rabies control issues. Prepares reports.
- Operates City animal shelter in accordance with all laws, ordinances and established procedures; cleans and maintains safe and sanitary conditions in the animal shelter.
- Performs basic animal care including cleaning and feeding animals, medical care, and restraint and infection control procedures.
- Evaluates animals for survival and adoptability, and euthanizes animals as necessary.
- Manages the City animal licensing program.
- Maintains Animal Shelter equipment; orders supplies as needed, and manages budget.
- Orders and maintains euthanasia drugs and keeps mandated documentation.

## **JOB DESCRIPTION**

### **4301 Senior Animal Control Officer.doc**

- Manages and conducts vaccination and license clinics.
- Represents City at various meetings and forums.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Animal Control Officers, support staff and volunteers.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School diploma or GED equivalent, and five (5) year's experience as an animal control officer.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- Knowledge of Federal, state, City and county laws, statutes, and ordinances relating to the control, protection, licensing, impounding and disposal of animals.
- Knowledge of general safety practices, legal liabilities and responsibilities, animal capture and restraint techniques and equipment
- Knowledge of symptoms, causes, procedures and reporting requirements for rabies control and other common animal disease.
- Knowledge of the principles of record keeping and records management.
  
- Skill in effectively supervising staff and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in capturing, controlling, containing, and transporting sick, injured, and rabid animals.
- Skill in identifying various types of animals, and recognizing abnormal behavior and symptoms of animal diseases.
- Skill in exercising patience, care and compassion in dealing with animals.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Possession of a valid Arizona Drivers License; National Animal Control Association certification is required, and additional training and certifications may be required.

**Physical Demands / Work Environment:** Work is performed outdoors and in City Animal Shelter.

**JOB DESCRIPTION**  
**4301 Senior Animal Control Officer.doc**

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*