

**ASSISTANT ANIMAL CONTROL OFFICER**

DEFINITION

To assist the Animal Control Officer in planning, directing and reviewing the activities and operations of the Animal Control Division of the Glenn County Sheriff's Office, including the impounding, caring for and disposing of animals as appropriate; to enforce County ordinances governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Sheriff-Coroner; exercises supervision over technical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Assists in developing, planning and implementing Department goals and objectives; recommends and administers policies and procedures.

Participates in the development and administration of the department budget; assists in forecasting additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.

Assists in the selection, training of deputy animal control officers, motivates and evaluates the work of those employees acting as deputy animal control officers; provides or coordinates staff training; works with employees to correct deficiencies.

Responds to and resolves difficult and sensitive citizen inquiries and complaints as assigned.

Investigates complaints of dogs, cats or other animals creating nuisances and takes appropriate action; investigates and identifies livestock damages.

Investigates reports of animal abuse; issues citations and warnings for violation of ordinances; files charges with the District Attorney as appropriate; provides court testimony.

Patrols County streets, roads and highways; searches for and captures domestic animals and livestock; removes dead carcasses and livestock from roadways.

Captures and transports sick, injured or potentially rabid animals to veterinary hospital for treatment; impounds and quarantines animals as required.

Responds to calls regarding stray, vicious and/or diseased animals; responds to calls regarding animal bites and quarantines; performs preliminary investigations.

Coordinates the issuance of dog licenses; collects fees for licenses and accounts for all monies received.

Provides public education regarding animal control; explains ordinances related to the care and keeping of animals.

Coordinates annual rabies clinics.

Maintains cleanliness of animal control vehicle; washes and disinfects cage area to prevent the spread of odors and disease.

Prepares and maintains records of daily activities.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees as assigned.

Performs general office work as required, including but not limited to preparing reports and records, entering computer data, maintaining files, answering the telephone, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of animal control program development and administration.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget administration.

Principles and practices of supervision, training and performance evaluation.

Various breeds of dogs, cats and other domestic animals, including livestock.

Principles of licensing, controlling and disposing of animals.

Methods of animal collection and impoundment.

Normal and abnormal animal behavior, and symptoms of animal abuse.

Types of equipment, materials and specialty items used in animal control procedures.

Locations and characteristics of the various neighborhoods.

Principles and practices of record-keeping and reporting.

Ability to:

Understand, interpret, apply and enforce pertinent laws, policies, rules and regulations.

Effectively administer and implement a variety of animal control activities.

Train, supervise and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use and care for animal control equipment, including firearms, animal traps, snares, lariat and tranquilizer gun.

Work under stressful or dangerous conditions, often involving personal risk or risk to others.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control animals of varying sizes and weights.

Deal courteously, yet firmly and effectively with the public in enforcement situations.

Gain cooperation through discussion and persuasion.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in animal control, including at least one year in an administrative or supervisory capacity.

Training:

High school diploma or GED equivalent supplemented by college-level course work in the fields of animal husbandry, animal care, agricultural code enforcement, animal disease control, veterinary science, public administration, business administration, or related fields.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a P.O.S.T. Section 832 Certification.

Classification Code:	5281970
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"