

City and Borough Sitka, Alaska

Class Specification

Class Title	Animal Control Officer
Class Code Number	8010
FLSA Designation	Non-Exempt
Pay Grade and Range	PSEA
Effective Date	May 2021

General Statement of Duties

Enforces ordinances related to animal control and protection; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain the animal control program within the City and Borough of Sitka. The work is performed under the direct supervision of the Police Chief, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Police Department or related departments as required or as assigned by supervisory personnel. This employee directly supervises a large volunteer staff. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards and one in which the employee is subject to potential personal danger.

Examples of Essential Work (Illustrative Only)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Enforces all local and State animal control ordinances through general control and complaint investigation.
- Investigates complaints, maintains related documentation, issues citations, impounds animals, or takes other appropriate actions as the situation warrants.
- Provides humane live traps to resolve certain animal control situations.
- Maintains financial records on citation, adoption, impound, board and license fees and monies collected.
- Transport's animals running at large to their owners or impounds them as necessary.
- Maintains a current and accurate file of lost and missing animals.
- Promotes the need for pet identification and control within the community, including promoting license sales and listing shelter animals with various media sources.
- Performs euthanasia on animals according to prescribed guidelines.
- Operates and maintains the shelter in a safe, clean and orderly fashion through coordinating the work schedules of unpaid staff and monitoring work performance.
- Develops and implements policies for efficient, effective and community responsive procedures regarding animal control.
- Maintains an adequate inventory of supplies for cleaning and animal care.

- Maintains accurate and detailed records of all animals within the shelter, their condition upon capture, their disposition, any health-related concerns, and any incidents involving the animal.
- Provides adoption services of shelter animals to responsible homes, including raising the public awareness of this need through media dissemination, screening potential adoptive individuals and providing pet care advice, ensuring all animals are in physical healthy and demeanor conducive to domestic pet situations.
- Maintains and organizes an accurate license records and promotes the need for identification among the public.
- Monitors license sales and renewals and encourages pet-owners to re-license their pet through mailing follow up license renewals.
- Serves an information source within the community regarding animal and pet issues, responds to questions from the public, releases official information to the media and other communication sources and represents the Sitka Police Department in a courteous and professional manner.
- Teaches humane education classes in local schools and through community organizations.
- Coordinates wild animal situations with the State Department of Fish and Game.
- Provides appropriate care for wounded animals as appropriate and disposes of dead animals according to prescribed guidelines.
- Monitor's maintenance and repair needs of the building.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State Fish and Game officials, business and community organizations, veterinary services, and the public.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Trains, assigns, prioritizes, supervises, motivates, and evaluates the work of assigned volunteers.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Working knowledge of ordinances, laws and regulations governing animal complaints.
- Good knowledge of animal behavior and animal control techniques, principles, and practices.
- Good knowledge of infectious diseases characteristics and control.
- Good knowledge of record keeping, dispatching and office management.
- Some knowledge of wildlife behavior and control techniques.
- Skill in animal capture and restraint.
- Ability to determine disposition of domestic animals and determine best method to capture and handle unrestrained animals.
- Ability to resolve problems and handle complaints from citizens concerning animal control.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED.
- Some experience working in a veterinarian hospital or kennel environment.
- Involvement or certification in volunteer management.
- Some experience in supervising a staff.
- Experience in instructing children from the ages of 8 to 15 in performing simple jobs.
- Experience in basic building maintenance and can anticipate basic building repair.
- Experience in preparing a legal case using timelines and evidence to appear in court to present a case during a non-jury trial.
- Experience in scheduling work for a staff of 30 or more workers.
- Some experience writing articles for local publications.
- Knowledge of working on web pages and use of digital cameras.
- Knowledge of animal behavioral problems, and knowledge of correcting animal behavioral problems
- Ability to give intravenous, subcutaneous, and intracardial injections to animals.
- Some knowledge of animal first aid.
- Familiarity with local legislative processes.
- Experience in preparation of, and working within, a budget.
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska.
- Ability to pass a thorough background check.
- Certification from an accredited Animal Control Training Academy.
- State certification as a Euthanasia Technician.

Essential Physical Abilities & Workplace Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate laws, ordinances, and general information effectively.
- Sufficient vision or other powers of observation, which permits the employee to identify and locate unrestrained animals and wildlife.
- Sufficient manual dexterity, which permits the employee to operate capture and restraining devices and operate standard office equipment.
- Sufficient personal mobility and physical reflexes, which permits the employee to capture, restrain and transport a variety of domestic animals and wildlife.
- Ability to safely climb and/or lift items and/or animals weighing 50 lbs. and occasionally 75 lbs.
- Work may be performed outdoors in various locations and subject to inclement weather such as cold, rough unstable terrain, and wet conditions.

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