

ANIMAL CONTROL OFFICER I

Department:		Reports To:	Animal Shelter Manager
Division:		Location:	Animal Shelter
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	May 2006
Pay Grade Level:	2		

JOB SUMMARY

Works with general shelter operations for animal care and intake processes. Coordinate the creation and maintenance of all records required for shelter operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Cleans and disinfects shelter area to prepare shelter to receive visitors
- Operates shelter euthanasia equipment to destroy designated animals
- Feeds and waters animals according to schedules
- Cleans and disinfects cages, pens and yards and sterilizes laboratory equipment and surgical instruments
- Transfers animals between quarters
- Adjusts controls to regulate temperature and humidity of animals' quarters
- Anesthetizes, inoculates, shaves, bathes, clips, and grooms animals
- Repairs cages, pens, or fenced yards
- Assists prospective owners in election of animals for adoption and in preparation of adoption forms;
- Advises new owners of pet examination and neuterization services
- Reviews shelter records of licensed pet owners to identify owners of lost pets
- Compiles daily records required by animal shelter describing stray animals found by shelter workers and animals turned in by members of the public

- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and/or Experience. High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively

present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills. Basic knowledge of computer software programs and operations.

Certificates, Licenses, Registrations. Willing to undergo certification course for animal euthanasia. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

Other Skills and Abilities. Ability to work well with public and volunteer organizations and associated community professionals.

OTHER QUALIFICATIONS

Must possess the ability to recognize signs of animal neglect, abuse and cruelty, and the ability to determine breeds, species and gender of animals.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate.