

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 10/23/2014

Action Requested By: Animal Services

Agenda Type: Motion

Subject Matter:

Animal Services Officer Position

Exact Wording for the Agenda:

Request for approval to advertise and fill one (1) regular, full-time position of Animal Services Officer, Grade 11.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

This approval is being requested because few or no applicants would be received when advertised within all City departments.

Associated Cost: n/a

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: *Karen Hill*

Date: 10.10.14



# Animal Services Officer

Class Code:  
9001

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE  
Established Date: Mar 1, 2007  
Revision Date: Jun 25, 2010

## **SALARY RANGE**

\$15.19 - \$23.11 Hourly  
\$1,215.20 - \$1,848.80 Biweekly  
\$2,632.93 - \$4,005.73 Monthly  
\$31,595.20 - \$48,068.80 Annually

### **NATURE OF WORK:**

This is enforcement work in Animal Services responsible for protecting, assisting, educating, catching, confining, caring for, and disposing of stray or diseased dogs or other wildlife animals in accordance with Animal Control Ordinances and State laws.

Work involves apprehending and caring for animals; and maintaining accurate records and reports. Work involves receiving calls from dispatchers concerning complaints. Work also involves investigating situations, locating owners, and issuing citations; assisting with adoptions; and educating the public about animal control laws and ordinances. Assignments are received verbally or in writing from the Animal Services Field Supervisor; or in the form of calls or requests for assistance. The incumbent is responsible for ensuring completed work is performed in conformance with established practices and policies. Additional guidance is provided through Federal, State, and local laws, Animal Services Ordinance 95-693, Humane organizations guidelines, and Departmental and City policies and procedures. Work is reviewed through daily truck logs, written complaints, dispatch computer logs, equipment inspection, magistrate office review of citations, court appearances, and performance evaluations for completeness, accuracy, and compliance with laws, policies and procedures. Supervision may be exercised over volunteers and work release personnel.

### **ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:**

Responds to calls or requests for assistance; investigates and apprehends stray or diseased dogs or other animals in accordance with Animal Services Ordinances and State laws; searches for animal owners; mediates between irate citizens; issues citations; makes court appearances; investigates complaints and concerns regarding cruelty to animals or animal related problems.

Assists other Officers, if needed, in capturing vicious animals when necessary.

Assists police and fire, if needed, in housing and caring for animals affected by fires, traffic accidents, raids, evictions or deaths of their owners.

Maintains accurate records such as daily truck logs, written complaints, dispatch logs, equipment inspections, citations, animal inventory, abnormal situation sheets and provides documentation.

Educates the public about City Ordinances and Laws pertaining to animal control.

Maintains equipment and vehicles; performs preventative maintenance on vehicles and equipment.

Participates in the daily care of animals in the shelter; ensures that all animal pens are properly cleaned; responds to animals in distress; waters and feeds animals.

Monitors dispatch calls; ensures that emergency situations receive priority; responds to on-call duties after hours.

Assists the general public with adoptions and redemptions; assists the license clerk with required record keeping.

Utilizes an animal transport truck, animal capture equipment, mobile radio, gas chamber, crematorium, computer, shotgun, surgery instruments, dart gun, horse trailer and photography equipment while performing essential functions.

Communicates with the Police Department, Madison County Sheriffs Department and Animal Services Department, Madison County Veterinarian Association, Alabama Wildlife Conservation, Alabama State Troopers, State Health Department, other City departments, non-profit organizations, Emergency Management and the general public to investigate, capture, quarantine, decapitate for rabies testing, and transport animals.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

#### MARGINAL FUNCTIONS OF WORK:

Provides euthanasia by injection (EBI) for animals.

Operates Chemical Capture Gun.

Teaches Offender Classes and Pet Awareness and Welfare Session Classes.

Transports daily receipts and funds to the City Clerks Office.

Performs the work of Dispatchers or Attendants in their absence.

Assists other agencies in transporting animals.

Transports and supervises work release inmates.

Examines injured and diseased animals to determine the level of medical care needed.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Some knowledge of the laws, ordinances, policies, and procedures involved in apprehending, impounding, and destroying stray or vicious animals

Some knowledge of machines, equipment, materials, and operating procedures involved in apprehending, impounding, and disposing of stray or vicious animals.

Some knowledge of animal behavior and diseases.

Some knowledge of animal feeding and care practices.

Ability to successfully complete Animal Services Academy training.

Ability to make decisions regarding euthanasia, and adoptions.

Ability to lead volunteers and work release inmates in animal control operations.

Ability to instruct and train volunteers and inmates.

Ability to maintain accurate records and prepare clear and concise reports.

Ability to establish and maintain a cooperative working relationship with the Police Department, Madison County Sheriff Department, Animal Services Department, Madison County Veterinarian Association, Alabama Wildlife Conservation, Alabama State Troopers, State Health Department, other City departments, non-profit organizations, Emergency Management and the general public.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to enforce laws applicable to animal control and testify in court if requested.

Ability to operate an animal transport truck, animal capture equipment, mobile radio, gas chamber, crematorium, computer, shotgun, surgery instruments, dart gun, horse trailer and photography equipment while performing essential functions.

Ability to operate a computer and applicable software.

Ability to apprehend vicious animals.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency and some experience with domestic and wild animals.

**WORKING ENVIRONMENT:**

Work is performed both inside and outside in adverse weather conditions. Work exposes the employee to hazards associated with traffic, vicious animals, the carbon monoxide chamber, blood from animal, and lethal fumes, chemical, and controlled substance. Work also exposes the employee to irate citizens, noisy animals, and dangers associated with apprehending potentially dangerous and poisonous animals. Protective equipment is required such as leather gloves, a fire retardant suit, boots, protective eye wear, and animal restraining devices.

**PHYSICAL DEMANDS:**

Work requires the physical ability to sit in confined seating for extended periods; perform heavy lifting of dead or alive large animals while bending; and the ability to restrain and control very large and sometimes vicious animals. Work also requires the ability to climb, crawl, run after, and jump fences in pursuit of animals.

**NECESSARY SPECIAL REQUIREMENTS:**

A valid Alabama driver's license is required.

**DESIRED SPECIAL REQUIREMENTS:**

Certification in CPR and First Aid for humans and animals.

Certification in Euthanasia by Injection and Chemical Capture.