

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: ANIMAL CONTROL OFFICER III

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification coordinate the animal control services for domestic and wild animals throughout the City, providing educational outreach to the community as well as active animal control activities. In addition to patrolling the City and responding to calls regarding stray, diseased, potentially harmful or other suspicious animals, incumbent maintains database of activities, researches and prepares code amendments and educational articles for publication and distribution. May train and supervise employees in Animal Control Officer I and II positions. This class is distinguished from the Animal Control Officer II class by the required administrative and educational responsibilities which are not assigned to the latter. Work is performed under the supervision of the Public Services Director or assigned supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Patrols the City to identify and pick up stray, abandoned, and diseased animals, and animals kept in violation of City ordinances. Picks up dead or injured animals.
- Responds to calls and investigates complaints from citizens regarding vicious, diseased, stray or abused animals; and picks up and transports animals to the City compound or County shelter as needed.
- Maintains database of activities for program evaluation and budget projections; is responsible for program budget expenditures.
- Develops and implements licensing control and other community educational programs; writes articles and attends meetings of community and professional groups.
- Issues citations to citizens regarding noncompliance with City and/or County ordinances, laws and regulations for animal control.
- Trains and supervises subordinate Animal Control Officers as assigned, planning and evaluating performance as needed.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of the City ordinances, laws and regulations related to the capture, custody and disposition of animals.
- General knowledge of the layout and geography of the City.
- Considerable knowledge of the safety issues, risks and appropriate techniques for handling, capturing, and transporting animals.
- General knowledge of the principles and practices of supervision

Physical Requirements:

- Ability to stoop, crawl and climb in order to locate, trap, lift and transport animals.
- Ability to operate a light truck used in patrolling for and transporting animals.
- Ability to operate a variety of automated office equipment including personal computers.

Language Ability & Interpersonal Communications:

- Ability to communicate and effectively work with citizens regarding stray, diseased or potentially harmful animals and issues of noncompliance with City laws and ordinances pertaining to animal control and program activities.
- Ability to read and follow oral and written instructions. Ability to write program reports, informational articles, performance evaluations and information for presentation.
- Ability to effectively plan, supervise and evaluate the work of subordinates

Environmental Adaptability

- Work is regularly performed outdoors which requires ability to work in varying weather conditions.
- Work occasionally requires crawling into small spaces or climbing ladders to inspect for loose animals.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent plus additional training in animal behavior, protection, care or related activities; 3 - 5 years of animal control experience; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.