

**ANIMAL CONTROL OFFICER**

**DEFINITION:** Under general supervision performs work related to the care, control, and licensing of animals within Kayenta Township's boundaries and surrounding communities. Responsible for enforcing local and regional laws concerning the care, treatment, and proper disposal of animals. Patrol public areas looking for potential signs of distressed animals, work closely with citizens concerning animal control issues. Educate the public about animal control safety, licensing requirements, barking/nuisance, and vicious dog ordinances. Responsible for writing reports on violations, prepares reports, maintains records of animal control.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**TASKS:** Adheres to Kayenta Township Personnel Policy and Procedures; maintains excellent attendance records to meet the needs of the organization; extends outstanding customer service at all times to both internal and external customers; uses good judgment for problem solving; researches and gathers information as requested and needed; possesses excellent time management skills to deliver results on-time, within budget, and meet high quality standards.

Staff works independently and is expected to organize work assignments to respond to a maximum number of calls. Exercise independent judgment in dealing with not only a wide variety of pets and wild animals, but also in reviewing calls, reports prepared, warnings and citations issued, problems encountered, and overall results achieved. Explains numerous town ordinances pertaining to animal care, control, and licensing to the general public. Gathers information to resolve complaints. Answers inquiries. Prepares warnings and citations, and written reports in order to document violations. Moves animals in order to lift animals into animal control vehicle. Uses snare pole and various animal capturing equipment to contain loose animals.

Monitors sick, injured and dangerous animals, segregating and isolating animals when necessary; observes animals for unusual physical and behavioral conditions; detects disease or injury in animals; performs minor medical treatment on animals; assists animal control officers with rabies vaccinations and inspections of animals; administers drug to put animals down humanely; maintains best practices for the humane treatment of animals.

Performs routine office work, answers phone, schedules appointments, works with computers to enter data and information; responds to questions, provides information about animals to customers; follow oral and written instructions; demonstrates positive public relations; repairs and maintains equipment; provides information to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spraying, neutering, adoptions; provides tours of the shelter; participates in public, school and community group presentations.

Maintains safe and clean work area by complying with procedures, rules and regulations. Maintains continuity among work teams by documenting and communication actions, irregularities, and continuing needs. Contributes to team effort by accomplishing assigned work. Effectively communicate with all business department personnel, excellent written and oral communication skills.

Performs other duties as assigned.

**SKILL, KNOWLEDGE, ABILITY:**

- Knowledge of principles and processes for providing customer service.
- Knowledge of information and techniques needed to assist in the treat of animals and pets.

- Knowledge of local and tribal laws regarding animal control.
- Knowledge of animal control procedures.
- Ability to work closely with animals and provide proper care to animals.
- Ability to positively work with community members.
- Knowledge of community information.
- Ability to communicate effectively both in writing and speaking.
- Ability to multitask work flow and processes and pay attention to details.
- Ability to demonstrate initiative, reliability, and be proactive.
- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.
- Ability to multitask and effectively work within time-management.
- Ability to work under stress.
- Ability to work with clients and team members on projects and plans.
- Skills with operating tools necessary to complete projects.
- Ability to coordinate and schedule meetings.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate physical effort including walking, lifting 50-lbs or more, carrying, standing, occasionally required to climb, use hands and tools in an indoor animal center. While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, weather extremes, and biological wastes.

**MINIMUM QUALIFICATIONS:**

- High School Degree or equivalent in Animal Science, Veterinary Science, or closely related field. Any combination of training, education, and experience equivalent to one (1) year experience working with and handling animals.

**PREFERRED QUALIFICATIONS:**

- Associate of Science (A.S.) Degree in Veterinarian Technology, Science, or closely related field. Certification and successful passage of test from the Veterinary Technician National Examination. Two (2) years experience working in veterinarian office/clinic.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.