

**POSITION:**                    **Animal Control Officer Part Time**  
**CLASSIFICATION:**        **Non Exempt Salary**  
**PAY GRADE:**  
**REPORTS TO:**                **Chief of Police**

**NATURE OF WORK**

This is skilled manual work involving stray animals. Work involves capturing, caring for and disposing of animals according to established guidelines. Work is performed under general supervision of the Chief of Police with assistance from the Street Superintendent, and is reviewed in progress and upon completion.

**DUTIES**

- Captures stray animals and fowl.
- Cares for animals and fowl that are impounded in City facilities.
- Disposes of animals and fowl according to established policies and City ordinances.
- Maintains animal impoundment area.
- Performs related work as required.

**WORK ENVIRONMENT**

General work environment characteristics in an office setting include:

- Often outside in varying temperatures
- Ladders, stools
- Miscellaneous office equipment

Effectively deal with personal danger which may include exposure to:

- Confined or high work places
- Temperature extremes

**PHYSICAL REQUIREMENTS**

Maintain effective audio-visual discrimination and perception needed for:

- Reading and writing
- Operating assigned equipment
- Communication with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- Walking, crouching, standing or sitting for extended periods of time
- Moving materials
- Climbing stairs
- Operating assigned equipment
- Must be able to lift 50 lbs.
- The work may expose the employee to unpleasant social situations, significant work pace stress and irregular work hours.

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

## **QUALIFICATIONS**

### **Educational Requirements**

High School Diploma or equivalency preferred.

### **Technical Skills and Other Requirements**

Any equivalent experience and training that would provide the following knowledge, abilities, and skills:

- Valid Iowa Drivers License
- Knowledge of municipal ordinances relating to animals and fowl.
- Ability to establish and maintain effective working relationship with City employees and the general public.
- Sufficient physical strength, endurance and agility to perform assigned tasks.
- Ability to follow standard safety practices and procedures common to animal control.
- Ability to follow written and oral instructions.

*February, 1993*  
*October, 2003 Revised*  
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