

**CITY OF FOLSOM
ANIMAL CONTROL OFFICER**

DEFINITION

Under general supervision, enforces state and local laws and ordinances to protect the safety and rights of the public and the welfare of animals. Responsibilities include responding to reports of vicious animals, animal cruelty, animal pick-up and confinement, responding to property damage complaints, issuing citations, inspection of containment facilities, preparing reports, representing the City at public hearings, testifying in court. Work is performed with a great deal of independence while in the field.

EXAMPLES OF ESSENTIAL DUTIES

The following are duties performed in this position. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Respond to calls for service, complaints, and requests from citizens and outside agencies and organizations.
- Issue citations for violations of animal control and licensing ordinances; collect evidence, and testify in court or administrative hearings as necessary.
- Mediate and help to resolve conflicts between parties involving animal control issues including, but not limited to, property damage, barking, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals.
- Educate pet owners regarding the care and feeding of animals; explain laws, policies and procedures that relate to animal control.
- Work cooperatively with State, County, and local agencies when joint action is required in securing protection for sick and injured animals, and in the enforcement of animal control laws and regulations.
- Locate, apprehend, and impound stray, sick, abandoned, diseased, and dangerous animals, poultry, and livestock.
- Transport stray injured animals to veterinarians for emergency care.
- Locate, pick-up, and transport deceased animals from City streets and property to animal shelter for disposal.
- Quarantine and investigate animal bite reports for rabies control.
- Safely operate rifles, and tranquilizer equipment to capture or humanely euthanize animals, as necessary.
- Operate a computer and a two-way radio to communicate with dispatching personnel.
- Maintain and safeguard assigned equipment and supplies such as citation books, computers, controlled substances, and animal control vehicles.
- Prepare and maintain records and reports.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- State and local codes, ordinances and regulations governing licensing, quarantine, impounding, care, adoption, and disposal of animals (domestic, wild and exotic).
- Federal and State laws governing the ordering, storage, issuance, and reconciliation of controlled substances.
- Methods and equipment used in handling animals, birds, reptiles, and livestock.
- Occupational hazards and safety precautions of work around animals.
- Behavioral habits and characteristics of domestic animals.
- Symptoms of common animal diseases.
- Proper use, maintenance, and storage of firearms.

- City geography including the location and layout of streets.
- Principles and practices of customer service, including conflict resolution.

Ability to:

- Understand, interpret, and enforce appropriate animal control codes, laws, and regulations.
- Identify and report animal control problems encountered in the course of work.
- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Safely care for and physically control domestic and exotic animals and reptiles.
- Safely operate firearms.
- Humanely euthanize animals, when necessary.
- Learn, understand, and comply with departmental policies, rules, and instructions.
- Prepare well-written, clear, concise, and well-substantiated reports.
- Maintain and file accurate records, reports and document work records.
- Effectively perform assigned duties with considerable independence.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of recent full-time work experience as an animal control officer/humane officer in an animal control agency or humane society.

License, Certificate, Registration Requirements:

Possession of a valid California Class C driver license, Certificate of Completion of Arrest and Firearms Certificate (PC 832), Certificate of Completion of Euthanasia by Injection, and National Animal Control Association Certification.

Physical Requirements:

Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements in the performance of daily duties; to climb, lift, carry, push, and/or pull moderate to heavy amounts of weight up to 50 lbs; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

Working Environment:

Work is often performed in an outdoor field environment in inclement weather conditions; exposure to infectious animal diseases, animal wastes, bites, and allergens; noise, unpleasant odors, and other environmental substances.

Other Requirements:

Must pass a criminal history and background check. Must be willing to work weekends, holidays, and shifts.

Established: May 2009
 Bargaining Unit: Local 39
 Probationary Period: Six months