

CITY OF IOWA CITY - Job Description

Job Class #07-02

FLSA Non-Exempt
Civil Service

Identification

Position Title: Animal Services Officer
Department: Police
Division: Animal Services
Supervisor: Animal Services Supervisor

Job Summary

Under general direction, patrols and enforces City and State codes and ordinances regarding animal care and control. Catches and impounds stray animals and issues written citations. Educates the public at large regarding animal related issues. Works with other Animal Services personnel to maintain shelter operations, including animal care, administrative processes and customer services duties.

Essential Job Duties and Responsibilities

Patrols, enforces, and educates the public regarding City and State codes and ordinances that pertain to animal keeping, care, welfare and public safety

Issues municipal infractions, citations or warnings to owners/caretakers.

Assists first responders/police/fire when they have search warrants or when animals are involved.

Appears in court when necessary.

Responds to calls concerning problems with wild and domestic animals including vicious animal complaints.

Maintains close patrol in a neighborhood in order to **capture** an animal that is consistently reported but has evaded capture.

Conducts investigations into animal cruelty, neglect, vicious animals, animal permits and licensing, complaints such as loud or barking dogs and animal bites.

Writes and **submits** permit inspections and investigation reports

Impounds injured, stray, sick and dead animals to minimize public health risk and **enters** information about each impounded animal into the animal service database.

Attempts to locate owners of lost and/or injured animals, through any available information in order to return animals to owners.

Maintains records for quarantine of animals.

Provides essential animal care following the center's protocols including **vaccinating, providing** shelter, food, water, and medical treatments for impounded animals.

Prepares paperwork for adoptions, licensing, and reclaims.

Assists with coordination of adoption and reclaim processes.

Provides customer service to walk in visitors as well as phone and/or electronic inquiries.

Answers public questions relating to Iowa City Animal Ordinances, impounded animals, and community and animal related problems.

Gives referrals to community resources.

Assists with **preparing** samples and **performing** laboratory screening tests including animal restraint.

Performs euthanasia and **prepares** samples for rabies testing.

Maintains controlled substance records.

Assists with the **cleaning** and **disinfecting** of all animal housing areas including cages, kennels, trucks and animal equipment.

Performs facility custodial duties including **washing** windows, **cleaning** floors, **cleaning** bathrooms, and other general facility cleaning and maintenance.

Maintains shelter building and vehicles.

Reports equipment repair or replacement needs to Animal Services Supervisor.

Prepares and **conducts** educational programs for the community.

Assists with **coordinating** and **promoting** aspects of Animal Services events, tours and other community outreach.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel or grip firmly; reach with hands and arms; and stoop, kneel, crouch, bend, climb, crawl or balance. The employee frequently is required to talk, hear, and smell. The employee is occasionally required to sit, climb or balance. The employee must frequently (34-66% of the workday or maximum 1 lift, push, pull, carry or move every two minutes) up to 25 pounds,

occasionally (11-33% of the workday or maximum 1 lift, push, pull, carry or move every 30 minutes) up to 50 pounds, infrequently (0-10% of the workday or maximum 1 lift, push, pull, or carry or move every hour) more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hand dexterity, balance and strength are essential in performing treatments on animals and during animal handling.

While performing the duties of this job, the employee is required to work closely with both domestic and wild animals and will be exposed to related hazards. The employee is regularly exposed to communicable and Zoonotic diseases, wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions; freezing ice and cold, slippery conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The employee may be exposed to biohazards. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually very loud.

Minimum Education, Experience and Certification

High school degree or equivalent required. One year experience in animal control or in a related field or certification as an Animal Control Officer from a recognized academy or the National Animal Control Association required. Valid driver's license with a satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred Education, Experience and Certification

Associate degree from an educational institution accredited by a DOE recognized accreditation body preferred. Computer/data entry experience preferred. Euthanasia Technician certification preferred and will be required within one year of hire.

Knowledge, Skills, and Abilities

Knowledge of City ordinances and state laws regarding animal care and control. Knowledge of various domestic and wild animal species including general health, care, and behavior. Must be able to demonstrate behavior observation and handling skills with domestic and wild animals. Must be able to handle fractious or aggressive dogs and cats with appropriate equipment. Ability to recognize normal and abnormal animal conditions and behavior and restrain animals properly for treatment or transport. Ability to use immobilization equipment. General knowledge of animal disease and preventative maintenance. Ability to administer medications and perform euthanasia. Ability to communicate effectively with the general public and educate public on responsible pet care. Ability to read and understand City and State animal code books and materials. Ability to perform basic mathematical calculations. Ability to prepare written warning and citations, reports and records. Must be able to work both independently and as a team in a very busy, hectic, high stress environment. Must have the ability to multi-task, prioritize, and effectively delegate. Must be able to and work directly with the public in very emotional, sometimes highly charged environment. Must be able to disseminate educational information to the public relating to the centers mission. Must have excellent public relations experience, be public service oriented and believe in the mission of the division.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.