

CITY OF IOWA CITY - Job Description

Job Class #29-11

FLSA Exempt
Non-Civil Service

Identification

Position Title: Animal Services Coordinator
Department: Police
Division: Animal Services
Supervisor: Police Captain

Job Summary

Directs, manages and supervises the Animal Services Enforcement Staff and the Animal Care and Adoption Center for Iowa City Police Department.

Job Scope

Directly supervises five permanent employees and additional hourly employees. Prepares budget projection figures and program estimates for Animal Services. Maintains communication with donor organizations and government agencies that contract for animal services. Ensures compliance with state inspectors and animal welfare rules.

Essential Job Duties and Responsibilities

Monitors revenue and expenses in relation to annual budget and responsible for all billings and depositing of all monies.

Plans, directs and supervises Animal Enforcement Officers to include training, procedures and compliance.

Develops, reviews and maintains the policies, procedures and guidelines for the Animal Care and Adoption Center.

Responds to, investigates and resolves inquiries and complaints.

Assigns, monitors and reviews work assignments of staff.

Prepares all schedules and rosters.

Makes daily inspection of animal center areas to **ensure** work is accomplished, animals are cared for and facility is sanitary.

Assures compliance with local and state law regulations and standards.

Monitors safety compliance of staff and volunteers.

Prepares and reviews variety of division reports including documentation of division activity for various parties.

Maintains controlled substance records and **renews** license yearly.

Coordinates maintenance of facilities, grounds and vehicles.

Plans and **implements** capital improvement projects, CIPS and capital outlay activities.

Oversees approved facility expansion or enhancement projects.

Interviews, recommends hiring, **trains, supervises** and **evaluates** division staff; and **recommends** discipline of employees as necessary **providing** regular, on-going feedback and timely evaluations.

Oversees the intake, treatment, care, adoption or euthanasia of animals.

Performs euthanasia duties as required.

Develops and **implements** education programs regarding responsible animal care and ownership.

Monitors and **evaluates** euthanasia protocols to **ensure** proper techniques are used.

Works directly with veterinarians, **ensuring** medical protocols are carried out.

Determines euthanasia, rehabilitation, release or placement for wild and exotic animals.

Oversees all inventories and ordering of shelter supplies and equipment.

Drafts animal control ordinances, amendments and resolutions as required.

Acts as primary contact or liaison to the City Council, other government agencies, contracted entities, media outlets and general public with regard to Animal Services Division.

Develops and **maintains** cooperative work relationships with other community agencies and organizations.

Fulfills speaking engagements and **prepares** media releases and **oversees** website and social media content as needed.

Provides staff support to the Friends of the Animal Center Foundation to include attendance at monthly meetings.

Maintains emergency disaster response plan and equipment for animals in Johnson County.

Directs animal response in disasters.

Oversees the Animal Services volunteer, internship, and foster care programs

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

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

Minimum Education, Experience and Certification

Associate degree in animal science or a related field from an educational institution accredited by a DOE recognized accreditation body required. Five years' experience in animal services or a related field required. Or equivalent combination of education and experience. Successful candidate must demonstrate strong organizational, financial, supervisory, management and customer service skills. Certified Veterinary Technician and/or equivalent experience or education in an animal related field required. Candidate must have completed euthanasia technician training. Valid driver's license with 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

Additional specialized training in related field preferred. Positive reinforcement dog training and behavior experience preferred.

Knowledge, Skills, and Abilities

Knowledge of City ordinances and State and Federal laws relating to animal control. Knowledge of animal behavior, health and welfare. Knowledge of the equipment necessary to restrain animals such as catch poles, trucks, and various traps and cages. Skills in math necessary in computing and maintaining various records. Skills in oral and written communication and in the operation and

maintenance of a number of office machines and communication equipment. Ability to read and understand manuals and state and other regulations in order to record work activities, complete required records or provide information to the public. Must be able to work 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.