The City of Glenss Ferry
Is Seeking Candidates for an
Animal Control Officer

This position is part-time 19 hours or less a week and is on call 24 hours/7 days a week. The primary function of the Animal Control Officer is to provide animal control, welfare, and safety services and enforce City animal licensing and control ordinances. The candidates must have a valid Idaho driver’s license and high school diploma or GED equivalent. One year experience in animal control or a related field is preferred; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Application and Job Description can be picked up at City Hall, 110 E. 2nd Avenue from 7:00 A.M. to 5:30 P.M. Monday thru Thursday.

The City of Glenss Ferry is an Equal Opportunity Employer.
Purpose of Class
Performs animal control and welfare functions; performs related work as required.

Primary Function
The primary function of an employee in this class is to provide animal control, welfare, and safety services and enforce City animal licensing and control ordinances. The Animal Control Officer is on-call 24 hours/7 days. The work is performed under the supervision of the Mayor but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an outdoor environment and include exposure to inclement weather and wild and domestic animals.

Essential Duties and Responsibilities (will vary by assignment)
- Performs animal control, safety, and welfare functions;
- Enforces City animal licensing and control ordinances;
- Responds to complaints and service requests including, but not limited to, animal noise, abuse and welfare reports, bite reports, strays, lost and runaway animals, abandoned and nuisance animals, wild animal and/or wildlife conflicts, and related incidents;
- Performs enforcement activities, including issuing warnings or citations, impoundment, and other incident responses;
- Provides information on City animal control and welfare ordinances and codes;
- Coordinates with law enforcement and other local and state agencies on complaints and incidents;
- Patrols for stray, injured, abandoned, and dead animals;
- Makes the decision if an injured animal needs veterinarian care;
- Maintains animal care equipment, including but not limited to, dog shelter, trucks, cages and crates, traps, catch and snare equipment, and related equipment;
- Maintains records, documentation, and correspondence on lost, stray, impounded, returned, and adopted animals;
- Maintains records, documentation, and correspondence on citations, summonses, and other enforcement actions;
- Testifies in court, as needed;
- Prepares, distributes and maintains a variety of documents, correspondence, log sheets, and related documents;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Other Duties and Responsibilities
• On call after regular duty hours to respond to emergency situations;
• Performs other related duties as required.

**Competency Requirements:**

**Knowledge of:**
• Principles, methods, equipment, standard practices, and objectives of animal control;
• City and other applicable ordinances, statutes, and codes and court mandates and rulings governing animal control and welfare;
• Basic domestic animal behavior traits and patterns;
• Geography, streets, and locations within the area of jurisdiction;
• Basic animal first aid procedures;
• Current office practices and procedures;
• Customer service methods and techniques.
• English grammar, spelling, and punctuation;
• Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications.

**Ability to:**
• Learn and apply animal control and welfare methods, policies, procedures, equipment, and objectives;
• Learn and apply federal, state, county, City, and other applicable statutes, laws, ordinances and codes related to animal control, safety, welfare;
• Operate specialized animal safety and control equipment, including traps, snares, catchpoles, nets, radios, and related equipment;
• Gather and document appropriate evidence to declare vicious animals;
• Maintain confidentiality in all work;
• Act calmly and quickly in emergency situations;
• Communicate tactfully and courteously with the public, including disgruntled people;
• Operate a motor vehicle;
• Apply dispute mediation and resolution techniques;
• Establish and maintain working relationships with other City employees, law enforcement agents and agencies, the Mayor and Council, other elected and appointed officials, and the public;
• Follow written and oral instructions;
• Interpret and apply federal, state, and local laws, codes, and regulations;
• Prepare, present, and record financial reports, documents, and information;
• Communicate effectively both orally and in writing;
• Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
• Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
• Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
• Perform time management and scheduling functions, meet deadlines, and set project priorities;
• Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
• Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
• Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training
• High school diploma or GED equivalency is required; and
• One (1) year experience in animal control or a related field is preferred; or
• Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications
• Valid Idaho driver’s license is required.
• POST certification for animal control is preferred.

Essential Physical Abilities
• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person, by telephone, and by two-way radio;
• Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, examine animals, and prepare and evaluate written and text documents;
• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate specialized animal control equipment, standard office equipment including a personal computer, and operate a motor vehicle;
• Sufficient personal strength to lift up to 50 pounds;
• Sufficient personal mobility, flexibility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to capture, restrain, and handle domestic animals and work in an office and field environment.