

POSITION TITLE: ANIMAL CONTROL OFFICER
DEPARTMENT: SAFETY
DIVISION: POLICE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Police Lieutenant / Service Bureau

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for providing the City's citizenry with a resolution to animal-related problems.

JOB RESPONSIBILITIES

- Patrols the City
- Picks up stray, sick, or injured animals
- Sets live-traps for nuisance wildlife
- Euthanizes animals
- Issues citations and warnings
- Prepares and maintains records
- Educates animal owners and civic groups
- Fingerprints citizens
- Assists with parking enforcement and collection
- Assists with school crossing guard details
- Prepares and presents community programs
- Performs other duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, stand, walk, talk/hear, use hands to finger/handle/feel, climb/balance, stoop/kneel/crouch/crawl, reach with hands/arms, and lift up to 50 pounds.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Knowledge of care/behavior of domestic, wild, and exotic animals Knowledge of live-trapping techniques Ability to use computer and selected job-specific software Must maintain a valid Ohio Driver's License and have the ability to drive <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to organize work, set priorities and meet critical deadlines with a minimum of direction Ability to use techniques of effective time management Ability to keep clear and accurate records and reports <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to deal with a variety of concrete variables in situations where significant standardization exists Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to make timely, sound decisions Ability to interpret a variety of instructions in written, oral, diagram or schedule form Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals Ability to perform standard business arithmetic, including ratios, percentages and decimals 	<ul style="list-style-type: none"> Ability to develop original, unusual, successful approaches Ability to create and readily draw on a large pool of diverse sources of information Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities <p>Communications Skills</p> <ul style="list-style-type: none"> Ability to let people know of decisions, changes, and other relevant information in a timely fashion Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to deliver effective presentations Ability to demonstrate attention to and convey understanding of the comments or questions of others Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary Ability to prepare clear and concise reports, correspondence and other written materials <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors Ability to deal courteously and diplomatically with the general public Ability to arrive at constructive solutions while maintaining positive working relationships <p>Leadership Skills</p> <ul style="list-style-type: none"> Ability to take charge and initiate actions Ability to participate in meetings in which the collective resources of the group members are used efficiently

DESCRIPTION OF WORKING CONDITIONS
<p>Work is primarily performed outdoors with more than 2/3 of the incumbent's time spent in contact with City citizens or the general public. A significant amount of time (1/3 to 2/3) is spent working with sick or injured animals.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>High school diploma or equivalent; Euthanasia certifications; one to six months of relevant experience; valid Ohio Driver's License; six months to one year of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.