



City of Dillingham

## Job Description

<b>Job Title</b>	<i>Animal Control Splst.</i>	<b>Department</b>	<i>Admin</i>
<b>Reports to</b>	<i>Deputy City Mgr.</i>	<b>Salary Level</b>	<i>VIII B</i>
<b>Classification</b>	<i>Non-Exempt</i>	<b>Revision Date</b>	<i>04/10/2024</i>

### Overview:

#### I. **General Description;**

We are seeking a dedicated and compassionate individual to join our team as an Animal Control Specialist. The successful candidate will be responsible for enforcing animal control ordinances, responding to calls regarding stray or injured animals, and promoting responsible pet ownership within our community. This position requires a strong commitment to animal welfare and public safety.

#### II. **Reasonable Accommodations**

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

#### III. **Essential Job Duties**

##### Animal Control Duties:

1. *Respond to Animal-related Calls: Respond promptly to calls regarding stray, injured, or aggressive animals. Safely capture and transport animals to the appropriate facility when necessary.*
  2. *Provide Public Education: Educate the public on responsible pet ownership practices, including proper care, vaccination, and licensing requirements. Offer guidance on resolving common animal-related issues such as barking, roaming, and waste management.*
  3. *Perform Animal Care Duties: Provide basic care and temporary shelter for impounded animals. Ensure that all animals receive proper food, water, and medical attention while in custody.*
  4. *Maintain Records: Maintain accurate records of all animal control activities, including complaints received, enforcement actions taken, and animals impounded or adopted.*
  5. *Collaborate with Other Agencies: Work collaboratively with local law enforcement agencies, animal shelters, veterinary clinics, and other community organizations involved in animal welfare and public safety efforts.*
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### Qualifications:

1. High school diploma or equivalent required; additional training or certification in animal control or related field preferred.
2. Previous experience working with animals in a professional capacity, such as animal shelter, veterinary clinic, or wildlife rehabilitation center.
3. Knowledge of animal behavior, handling techniques, and basic animal care principles.
4. Strong communication and interpersonal skills; ability to interact effectively with diverse groups of people in a variety of situations.
5. Ability to handle and restrain animals safely and humanely, including potentially aggressive or injured animals.
6. Valid driver's license and clean driving record required; ability to operate a variety of vehicles, including animal control trucks and vans.
7. Physical stamina and dexterity required for lifting and carrying animals and equipment, as well as working outdoors in various weather conditions.
8. Commitment to upholding animal welfare standards and promoting responsible pet ownership practices.

### IV. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This job description is accurate and has been reviewed with the above employee:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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