

Memo

To: Village Board

Fr: Mark Roberts, Code and Safety Coordinator

Re: Animal Control/Humane Officer Position Description

Date: August 12, 2013

With the recent shift in our animal control services from contracted to employee we did not have a description for the position.

Attached is the position description for the Animal Control/Humane Officer for your review.

Village Board is asked to approve the position description for the Animal Control/Humane Officer.

**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE: Animal Control

REPORTS TO: Village Administrator

JOB PURPOSE: This position is responsible for performing tasks related to the enforcement of animal control laws within the limits of the Village of Allouez.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Provide 24/7 service for domestic animal pickup – for an animal that is contained.

Provide pick up for wild animals only if the animal is sick/injured or trapped in some manner or an officer contacts them and requests help on a special problem.

Provide the Village a monthly report detailing the status of any animal turned in to the Humane Society from the Village of Allouez.

Provide the Code and Safety Enforcement Coordinator (CSEC) with information regarding non-registered dogs, barking dogs (in conjunction with the Sheriff's Department), and neighbor complaints on domestic animals etc.

Investigates dog bites/reports of aggression and make determination regarding dangerous dog designation in accordance with Village statutes and in conjunction with the DEO or Sheriff's Department.

Carries out duties in conformance with Federal, State, County and Village laws and ordinances.

Maintains contact with police personnel and the CSEC to coordinate investigations activities, provide mutual assistance during emergency situations and provides general information about ongoing activities.

Review and recommends updates and revisions to animal ordinances as requested.

POSITION QUALIFICATIONS: Must have high school diploma or GED equivalent. Be certified as Wisconsin State Humane Officer or able to obtain certification. Experience working with animals in the animal welfare/rescue area.

KNOWLEDGE, SKILLS AND ABILITIES: Excellent communication skills and the ability to deal with the public in stressful situations.

Working knowledge of animal restraint and care techniques. Skill in operating animal capture equipment. Basic knowledge of law enforcement principles, procedures, techniques and equipment.

Ability to communicate effectively and in writing, using proper grammar and spelling; ability to follow written and verbal instructions; ability to work effectively with residents and Village staff.

Ability to perform work with limited or no supervision.

Ability to establish and maintain effective working relationships, communicate effectively and deal with the public, elected officials, and other village employees with courtesy and tact.

Able to process confidential information with discretion.

Responsibility for the care, condition and use of materials, equipment and tools of the job.

WORK ENVIRONMENT: The usual and customary methods of performing the job's functions require the employee to frequently work in outside weather conditions. The employee will be working with a variety of animals which may be aggressive and /or dangerous. This includes but is not limited to dogs, cats, snakes, exotic animals and various wildlife.

INTERACTION: Frequent interaction with residents and animals, occasional interaction with village staff and police.