

**ANIMAL CONTROL SPECIALIST
(Non-Exempt)**

JOB SUMMARY: Under general supervision, the Animal Control Specialist provides enforcement of animal control ordinances and the management of the animal shelter. This is a full-time, hourly position with a schedule that may vary and include weekend shifts. The duties will be performed throughout the City of Jenks. This position reports to the Police Support Commander.

****This is a safety sensitive position and as such, medical marijuana is not permitted.****

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Responds to animal bite reports; records victim information, and if necessary transports animal to shelter.
- Responds to wild or stray animal calls and/or reports; captures and transports animals to shelter.
- Responds to complaints and questions from the general public.
- Assists citizens with setting traps for wild animals; transfers animals from traps to carriers.
- Maintains assigned vehicle and equipment.
- Assists Police Officer on calls involving animals.
- Patrols the city; captures stray animals for transport to shelter.
- Investigates reports of animal cruelty; issues citations and removes animals as appropriate.
- Investigates barking dog complaints.
- Assists the public in the adoption of animals; assists owners in locating pets at shelter.
- Coordinates with Veterinarian to ensure sick animals receive treatment and appropriate care measures including administration of prescribed medication.
- Administer vaccinations and necessary medications to new intake animals.
- May collect shelter donations and route to appropriate department for recording purposes.
- Clean and maintain animal shelter and shelter grounds.
- Quarantine animals as deemed necessary.
- Provide routine feed and water to shelter animals.
- May respond to after-hour calls.
- Performs other duties as assigned.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Knowledge of animal control codes and ordinances.
- Knowledge of tools and techniques used to capture and transport wild and domestic animals.
- Knowledge of department policies and procedures.
- Knowledge of relevant city, state and federal laws, regulations and policies.
- Possesses excellent verbal and written communication skills, which demonstrate professionalism and customer service.
- Must handle sensitive information with the highest degree of integrity and confidentiality.
- Organized with strong multi-tasking and time-management skills.
- Ability to answer inquiries and provide information upon request.
- Ability to assess animal health and behavior.
- Ability to occasionally work non-standard days/hours, as needed.

- Ability to operate small office equipment, including copy machines and/or telephone system.
- Ability to operate computers for data entry, word processing and/or accounting purposes.
- Participate as needed in special department projects.
- Perform other related duties as requested and assigned.

MINIMUM AND PREFERRED REQUIREMENTS:

- High school diploma or equivalent; and two (2) years of similar work experience in a related field.
- Possession of a valid driver license issued by the State of Oklahoma for the type of vehicle operated.
- Possess National Animal Control Association Certification, preferred.
- Excellent written and verbal communication skills.

WORKING ENVIRONMENT:

The duties of the Animal Control Specialist will typically be performed both indoors and outdoors, and may be exposed to inclement weather. The employee may also come in contact with hazards associated with field operations including but not limited to, heat, cold, rain, snow, poisonous plants and silica dust.

Physical: Primary functions require sufficient physical ability to work indoors/outdoors and operate related equipment. Continuous standing and/or walking, with upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Frequent squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Frequent lifting of 80 pounds while working in adverse conditions (cramped spaces, fluctuating outside temperature and weather, and at times a wet environment).

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.