

## **ANIMAL CONTROL OFFICER, SENIOR**

<b>Job Code</b>	<b>Pay Grade</b>
<b>20020</b>	<b>CL15</b>

### **Nature of Work**

This is supervisory level field and office work enforcing animal and rabies control regulations, animal licensing, and leash laws. Work involves a variety of activities in the Animal Services Department to ensure the public health and safety of Pinellas County citizens. Employees in this class perform diverse duties involving radio and telephone communications, administrative work, and supervision. Work hours are flexible and employees are expected to perform duties of lower level officers when required.

### **Minimum Qualification Requirements**

- 5 years training and/or experience with animals or regulatory compliance and enforcement, law enforcement, military, or a related field that includes team leader, supervision or supervisory training; or
- Associate's degree in law enforcement, or related field and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to obtain a valid certificate indicating successful completion of 40-hour minimum standards training course approved by the Florida Animal Control Association within 6 months of employment.
- Additional certifications in other assignments such as Chemical Capture, Euthanasia, Armament Systems and Procedures Tactical Baton (ASPTB, collapsible bite stick), and Crematory by Florida State Statute.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Illustrative Tasks (These are examples and are not all inclusive.)**

- Supervises the day-to-day operations of the Enforcement Section or the Rabies Coordination/Dispatch Section, and trains lower level officers.
- Performs difficult and non-routine investigations and enforcement procedures.
- Supervises program for permitting and licensing of individual breeders, pet shops, kennels and animal training facilities.
- Ensures compliance with established regulations and laws pertaining to public health, welfare and safety, as well as regulations pertinent to the health, welfare and safety of the animals under the care of the Animal Services Department.
- Assists the public over the telephone and in person answering questions regarding citations, laws and regulations and operates a two-way radio to dispatch calls.
- Operates two-way radio, and/or computerized wireless communications computer equipment mounted in vehicles to obtain information for enforcement activities.
- Maintains various files and records for the Enforcement Section or the Rabies Coordination/Dispatch Section.
- Hires, trains and conducts performance reviews on subordinates.
- Develops and implements departmental procedures and operating programs.
- Manages dangerous dog classifications; reviews reports by staff; prepares documents for director's signature; ensures dangerous classification requirements are met by follow-up inspections and special license permits.
- Performs related work as assigned or required.

## ANIMAL CONTROL OFFICER, SENIOR (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of animal licensing, leash laws and animal control enforcement procedures and rabies control and use of equipment.
- Knowledge of humane treatment of animals.
- Knowledge of computer systems, which includes personal computer workstations and laptops utilized in enforcement vehicles.
- Knowledge of routine computer troubleshooting techniques and maintenance programs.
- Knowledge of zoonotic diseases.
- Knowledge of human and pet first aid and CPR.
- Knowledge of county geography, road networks and the operation of two-way radios.
- Knowledge of business English, spelling, arithmetic and supervisory practices.
- Ability to recognize signs of zoonotic diseases by animals brought into the facility.
- Ability to enforce the law with firmness and impartiality and explain regulations to the public with tact and courtesy.
- Ability to train and supervise the work of subordinates.

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Revised	EEOC Code	Overtime Code
5/13	Protective Services	Classified