

SENIOR ANIMAL CONTROL OFFICER

Code No: 3-18-500
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This senior position is responsible for planning, organizing, and expediting activities related to the control and protection of common domestic animals and nuisance wildlife for a town or village. Duties involve ensuring work is performing in adherence to the New York State (NYS) Agricultural and Markets Law and other related rules, regulations, and ordinances, and responding to emergency situations. This position differs from Animal Control Officer by virtue of the responsibility of coordinating, training, and supervising subordinate staff, utilizing independent judgment and consistency when enforcing animal control regulations, and being held accountable for all animal control work performed. The employee reports directly to, and works under the general supervision of a Deputy Supervisor or other higher-level staff member. General supervision is exercised over Animal Control Officers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Directs, schedules, reviews and approves the work of Animal Control Officers including making daily, weekly and monthly assignments of staff;

Trains staff in the safe and effective capture and transport of domestic animals and nuisance wildlife, and operations and procedures;

Ensures the completion of tasks by staff including, but not limited to, the investigation and enforcement of laws pertaining to animal cruelty, apprehension, rescue, housing, caring, feeding and controlling stray animals;

Investigates animal law violations, alleged nuisances and humane complaints;

Records and maintains written logs (e.g. animal bites, reports, investigation follow-up, etc.)

Contacts victims and coordinates rabies observation efforts with appropriate authorities;

Performs euthanasia when directed;

Testifies in court;

Restrains animals when required;

Participates in functional area work such as providing assistance to residents with routine animal control calls, capturing and transporting domestic and nuisance wildlife animals;

Reports suspected cases of cruelty to animals to the Humane Society of Rochester and Monroe County.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Agricultural and Markets Law and other state and local rules, regulations and ordinances regarding the control of common domestic animals and nuisance wildlife; good knowledge of regulation and control procedures for common epizootic diseases; good knowledge of quarantine, rabies and inoculation laws and isolation regulations and procedures; good knowledge of the care, feeding and behavior of common domestic animals and nuisance wildlife, particularly those injured or posing a significant risk to

public health and safety; good knowledge of the methods of cleaning and disinfecting persons and equipment that have been contaminated by diseased or deceased animals; working knowledge of local geography; supervisory ability; ability to identify common species of domestic animals and nuisance wildlife, particularly under dangerous and stressful conditions which may call for self-protection; ability to deal effectively with the general public; ability to communicate orally and in writing; ability to prepare accurate reports; ability to establish and maintain records, reports, forms and files of animal control activities; ability to pursue, capture, lift and restrain animals; ability to respond to, and assume leadership in emergency situations; willingness and ability to work outdoors; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS possession of a valid New York State Nuisance Wildlife Control license* and three (3) years paid full-time or its part-time equivalent experience in animal control work, one (1) year of which must have been in a supervisory capacity.

* Must submit copy of license with application.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: September 6, 2018