



Animal Control and Code Enforcement Officer  
Community Development

CD/4

**JOB SUMMARY**

This position is responsible for the enforcement of the city code and animal control ordinance.

**MAJOR DUTIES**

- Apprehends, controls, and confines loose, unlicensed, injured, abandoned or dangerous animals.
- Responds to citizen calls for service and complaints.
- Enforces animal control ordinance; issues citations and warnings.
- Transports animals to the animal shelter.
- Assists the Police Department as required in cases involving animals.
- Investigates reports of animal cruelty and vicious animals.
- Mediates and helps to resolve conflicts between parties involving animal control issues.
- Explains laws, policies and procedures to the general public.
- Represents the Health Department in issues regarding bites and possible rabies infections.
- Prepares written and oral reports related to contested cases; creates, monitors and maintains case files.
- Makes oral presentations to various groups to educate the public on animal control issues.
- Picks up dead animals.
- Performs on-site inspections of properties to determine violations of the city code, including the accumulation of rubbish and garbage, tall grass and weeds, dilapidated automobiles and appliances, etc.
- Educates the general public on city codes and ordinances.
- Responds to and investigates complaints of code violations; photographs and documents violations; writes notices for violations; issues summonses.
- Conducts follow-up inspections to determine code compliance; prepares non-compliant cases for court proceedings.
- Assists in maintaining files for all summonses issued; compiles status reports on specific assignments as requested.
- Performs other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the principles and practices of animal control code enforcement.
- Knowledge of the principles and practices of animal care.
- Knowledge of city ordinances.
- Knowledge of department policies and procedures.
- Skill in the operation of animal control equipment.
- Skill in the capture of domestic and non-domestic animals.
- Skill in working with the general public.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Community Development Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the City of West Point Code of Ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related animal control and code enforcement duties. Unforeseen field conditions contribute to the complexity of the position.
- The purpose of this position is to enforce the city code and animal control ordinance. Success in this position results in enforcement of animal codes and the capture and care of stray or unwanted animals and in the enforcement of other city ordinances.

## **CONTACTS**

- Contacts are typically with co-workers, other city personnel, law enforcement personnel, veterinarians, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, in an animal shelter, and outdoors. The employee is exposed to noise, dirt, dust, grease, contagious or infectious diseases, irritating chemicals, cold or inclement weather, and such things as are associated with animal capture and care.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.