

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Animal Control Officer**

DEPARTMENT: **Animal Control Services**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Responsible for functions in the field, kennel and office based on task assignment. Responsible for enforcement of ordinances governing the care and keeping of domestic animals and livestock in an effort to maintain public safety and welfare. Responsible for responding to service calls and providing professional customer service, capturing and transporting stray, vicious and/or diseased animals to the animal shelter, issuing citations and testifying in court as necessary. Responsible for maintaining daily shelter operations, caring for impounded animals, and performs technical and clerical duties in support of the kennel and field operations. Responds to call-outs for emergency animal assistance and disaster relief,

ESSENTIAL JOB FUNCTIONS:

1. Receives complaints of dogs, cats, or other animals creating nuisances and notifies proper Animal Control Services (ACS) staff for investigation or refers complainant to proper entity. Assists the public in resolving problems and answers questions relating to animal control, Sumter County Ordinances and state law; enforces ordinances, rules, regulations and laws.
2. Works closely with law enforcement, Health Department, Fish and Wildlife Commission, other governmental agencies, City and County agencies and veterinarians. Maintains records of animals receiving rabies shots by local veterinarians. Assists law enforcement personnel in situations involving animals as requested.
3. Captures and transports stray, sick, injured or potentially rabid animals to the kennel for appropriate processing, care and treatment, and quarantine if necessary. Issues notice or citation for violations of ordinances governing the care and keeping of animals. Properly disposes of small dead domestic animals found on county roadways.
4. Conducts investigations and performs follow-up as needed; determines appropriate court action if any; assists in the preparation for court cases and court activities as needed. Investigates reports of animal neglect and abuse and files charges as appropriate. Prepares records, reports, files and notes to document potential violations for case presentation. Appears in court hearings to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of civil/criminal infractions of animal laws.
5. Maintains and sanitizes equipment used including vehicle assigned. Maintains accurate records of daily work activities on Animal Control software.
6. Patrols areas of the County on foot or in assigned vehicles to detect violations of laws and ordinances pertaining to animal control.
7. Receives and processes animals brought to the kennel for impoundment or possession release; redeems animals to proper owners; processes unclaimed animals for adoption; assists members of the public searching for lost animals or seeking to adopt animals
8. Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes; provides

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basic animal care including bathing, feeding, and observing animal behavior; transports animals to veterinarians' offices for medical testing and treatment as necessary.

9. Assists with administration of animal medications as directed by a licensed veterinarian, administers tests that are allowable without a veterinary license; scans for microchips; properly handles controlled substances used for euthanasia.
10. Euthanizes sick and/or dangerous animals in the field in accordance with procedures and euthanizes animals in the kennel as scheduled.
11. Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. Performs repair and routine maintenance of kennels, cages, exercise pens, and other facilities.
12. Administers chemical immobilization procedures in the capture of animals as required.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned. Performs related duties as required to control emergencies related to animal control ordinances and statutes; schedules regular 24-hour/day, 7-day/week, 365-day/year on-call rotation, and ensures a response time within 60 minutes of dispatch.
14. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and County animal control ordinances, regulations, animal care procedures and policies of the Community Services Division, and Board Of County Commissioners (BOCC)
- Knowledge of chemical capture, trapping, ensnaring, handling, transporting, and caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic and wild animals.
- Ability to use a computer.
- Ability to work alone and to establish and maintain effective working relationships with members of the general public, co-workers, volunteer organizations, elected and appointed officials, as well as members of a diverse cultural background.
- Ability to deal with and educate the public and enforce laws impartially, firmly and tactfully.
- Ability to maintain sanitary conditions of kennels, vehicles and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare written reports.
- Ability to interpret or use a variety of instructions, legal or public rights terminology and language, animal behavior and animal diseases.
- Ability to offer accurate testimony in court proceedings, civil actions and before hearing officers.
- Ability to inspect items for proper length, width and shape.
- Ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment.
- Ability to deal with people and animals under stress.
- Ability to respond on scene to after hours and weekend calls within sixty (60) minutes.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year of college or vocational education in animal control, public safety, law enforcement, code enforcement or a related field preferred.

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- Two (2) years of related training and/or experience in handling, trapping, ensnaring and transporting domestic animals.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Certified Animal Control Officer or obtain certification by taking next scheduled State Animal Control Officers School.
- Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course.
- Must possess and maintain certification for Chemical Capture, or obtain certification by taking next scheduled State certified chemical capture course.
- Must possess and maintain certification for Bite Stick, or obtain certification by taking next scheduled State certified bite stick course.
- Must possess and maintain certification for Pepper Spray, or obtain certification by taking next scheduled pepper spray course.
- Must have complete Sumter County Sheriff's Office inmate training class within 60 days of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 lbs)
- Reaching
- Pulling
- Climbing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust;
- Works on uneven, slippery surfaces and heights;
- Works with animals, including flea and tick infested areas, dead and diseased animals;
- Works with moving objects and vehicles;
- Works in stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 04/13/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Animal Control Officer Coordinator**

DEPARTMENT: **Animal Control Services**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Responsible for collaborating with the Kennel Coordinator on animal control officer personnel assignments, schedules, guidance, and training. Supervises field assignments and emergency on-call schedules. Provides field training and supervision. Responsible for enforcement of the Sumter County Animal Control Ordinances and State laws relating to animals. Protects the safety and welfare of the general public and animal rights. Works closely with the Kennel Coordinator concerning the surrender, care, and adoption or reclaiming of impounded animals.

ESSENTIAL JOB FUNCTIONS:

1. Supervises the field activities of the Animal Control Officers, which includes coordinating workloads and assignments, instructing, reviewing field work, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, conducting staff meetings; completing performance appraisals, and related documentation in collaboration with the Kennel Coordinator. Serves as an Animal Control Officer in the field as needed.
2. Recommends ordinance, program, and policy revisions as needed to ensure compliance with applicable policies and procedures.
3. Responsible for the enforcement of County ordinances and State statutes relating to animal control; receives, evaluates, and responds to complaints; negotiates solutions, remedies and corrective actions. Prepares Officers for court appearances, assists in preparing court cases, and attends court hearings as required.
4. Assists Kennel Coordinator with animal care particularly with potentially dangerous quarantined animals. Shares responsibility for euthanizing and disposal of diseased, unwanted, unhealthy, problem and vicious animals in compliance with approved county ordinances, policies and procedures.
5. Assists in the planning and coordinating of disaster plans for the department; coordinates with Emergency Management during events; maintains standard operating policy of ESF 17; assists with the coordination efforts in general field and shelter operations with law enforcement, health department, city and county agencies, volunteer groups, Humane Society, D.A.R.T and veterinarians.
6. Prepares various reports and records as they pertain to the Animal Control Officers and field responsibilities. Ensures the accurate and timely documentation of case notes into computer software system by all Animal Control Officers.
7. Maintains and orders equipment, supplies and materials used by Officers and maintains inventory and property records.
8. Gives presentations, interacts and communicates with various individuals and groups including other county departments, law enforcement, judges, court personnel, volunteer groups, civic groups, community organizations, city officials, consultants, sales representatives, contractors, State and Federal agencies, etc.

9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned. Performs related duties as required to control emergencies related to animal control ordinances and statutes; schedules regular 24-hour/day, 7-day/week, 365-day/year on-call rotation, and participates as an officer in the rotation.
10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and County animal control ordinances, regulations, animal care procedures and policies of the Community Services Division, and Board Of County Commissioners (BOCC).
- Knowledge of chemical capture, trapping, ensnaring, handling, transporting, and caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior and diseases in domestic and wild animals.
- Knowledge of modern office methods, equipment and procedures including data processing.
- Ability to maintain accurate records and prepare written technical reports.
- Ability to deal with the public and enforce laws impartially, firmly and tactfully.
- Ability to maintain sanitary conditions of kennels, vehicles and equipment.
- Ability to interpret a variety of instructions in written or oral form and to communicate effectively both orally and in writing.
- Ability to meet and deal with people of a diverse cultural background, and work with multiple agencies to negotiate jointly beneficial agreements.
- Ability to read, analyze, and interpret financial reports and legal documents, and to interpret or use a variety of instructions, legal or public rights terminology and language.
- Ability to effectively present information to public groups and to make effective and persuasive speeches, and presentations on controversial or complex topics.
- Ability to offer accurate testimony in court proceedings, civil actions and before hearing officers.
- Ability to deal with people and animals under stress.
- Ability to respond on scene to after hours and weekend calls within sixty (60) minutes.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year experience in an animal shelter/kennel management or similar environment with domestic animals.
- Two (2) years supervisory experience required.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Certified Animal Control Officer.
- Must possess and maintain certification as Euthanasia Technician.
- Must possess and maintain certification for Chemical Capture, Bite Stick and Pepper Spray.
- Must complete the Sumter County Sheriff's Office inmate training within sixty (60) days of employment.
- Must have the ability to obtain a State of Florida Pharmaceutical License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction);
- Acceptable hearing (with or without correction);
- Heavy lifting and carrying (over 50 pounds);
- Reaching
- Pulling
- Climbing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust;
- Works on uneven, slippery surfaces and heights;
- Works with animals, including flea and tick infested areas, dead and diseased animals;
- Works with moving objects and vehicles;
- Works in stressful situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 04/13/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Kennel Coordinator**

DEPARTMENT: **Animal Control Services**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Responsible for coordinating and maintaining daily kennel and office operations, caring for impounded animals, and providing assistance to field Animal Control Officers and performing related tasks as assigned. Coordinates and performs technical and clerical duties in support of the kennel and office in collaboration with the Animal Control Officer Coordinator.

ESSENTIAL JOB FUNCTIONS:

1. Supervises, schedules, and trains Animal Control Officers in kennel and office operations relative to the care, maintenance, and adoption of the impounded animals. Supervises the kennel activities of the Animal Control Officers, which includes coordinating workloads and assignments, instructing, assigning and reviewing work, maintaining standards, allocating personnel, coordinating activities, acting on employee problems, selecting new employees, conducting staff meetings; completing performance appraisals, and related documentation in collaboration with the Animal Control Officer Coordinator.
2. Provides frontline customer service to members of the general public and other county employees in person and by telephone. Assists with educating the public and enforcement of local and state animal laws. Coordinates adoptions, redemptions, owner surrenders, as well as complaints.
3. Ensures humane treatment of impounded animals, and compliance with applicable policies and procedures and functions as an information resource in animal care field.
4. Responsible for the security of euthanasia agent and related materials; provides agent to employees as required, determines animals to be euthanized, reviews and approves daily euthanasia records, maintains accurate related logs responsible for all aspects of the apprehension, impounding, euthanizing and disposal of diseased, unwanted, unhealthy, problem and vicious animals in compliance with approved county ordinances, policies and procedures; responsible for the registration of Pharmaceutical and Drug Enforcement Administration licenses to ensure expiration dates are not exceeded and the license is valid. Assists with euthanizing and disposal of diseased, unwanted, unhealthy, problem and vicious animals in compliance with approved county ordinances, policies, procedures, and communicates directly with crematory services vendor.
5. Maintains all kennel related records, reports, and drug logs. Ensures competency and documentation of all tasks, including fiscal and revenue accountability and controlled substance. (euthanasia drugs). Maintains accurate inventory of animals, animal food, supplies, materials, and equipment related to kennel operations.
6. Receives payments and prepares billings for county animal licensing; oversees the distribution of animal licenses to appropriate agencies and vendors and performs data entry for record keeping, routine filing and issues county animal license tags.
7. Assists the Animal Control Officer Coordinator in the planning and coordinating of disaster plans for the department; coordinates with Emergency Management during events; maintains standard operating policy of ESF 17; assists with the coordination efforts in general field and shelter operations with law enforcement, health department, city and county agencies, volunteer groups, Humane Society, D.A.R.T and veterinarians.

8. Coordinates and supervises the utilization of volunteers, community service assignees, and inmate workers in unskilled general care-taking duties.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as needed to assist Animal Control Officers.
10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and County animal control ordinances, regulations.
- Knowledge of chemical capture, trapping, ensnaring, handling, transporting, and caring for animals and sufficient knowledge to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior and diseases in domestic and wild animals.
- Knowledge of modern office methods, equipment and procedures including data processing.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to respond on scene to after hours and weekend calls within sixty (60) minutes.
- Ability to maintain records and prepare written routine technical reports and correspondence.
- Ability to maintain sanitary conditions of kennels.
- Ability to communicate effectively orally and written.
- Ability to be professional when meeting and dealing with people of a diverse cultural background in sometimes a stressful situation.
- Ability to effectively present information in one-on-one and small group situations, and to other employees in the organization.
- Ability to make decisions and prioritize job assignments.
- Ability to accurately calculate figures and prepare reports.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year experience in kennel/shelter management similar environment with domestic animals.
- Two (2) years of supervisory experience

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course.
- Must possess and maintain certification for Bite Stick, or obtain certification by taking next scheduled course.
- Must possess and maintain certification for Pepper Spray, or obtain certification by taking next scheduled course.
- Must complete the Sumter County Sheriff's Office inmate training class within sixty (60) days of employment.
- Must obtain Animal Control Officer certification within 14 months of employment
- Must have the ability to obtain a State of Florida Pharmaceutical License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying. (Up to 50 pounds)
- Distinguish colors
- Reaching
- Pulling
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions with noise and dust.
- Works on uneven, slippery surfaces and heights.
- Works with animals, including flea and tick infested areas, dead and diseased animals.
- Works with moving objects and vehicles.
- Works in stressful situations.

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