



**Position Recruitment Notification
For Internal and External Candidates**

Job Classification: Animal Control Officer

Department/Division: Health Department

Employment Status: Full-time

Annual Salary/Grade: \$19.6645/hr. - \$25.0682/hr. +/- DOQ/Grade 3

FLSA: Non-Exempt

Union: SEIU-Union

Employment Commission: N/A

Deadline for Application: Open until filled

POSITION SUMMARY:

This is a single class position under direction of the Public Health Director. This position will perform a variety of duties involved in enforcing Village ordinances governing the care and keeping of animals in the Village; and to impound, care for and assist with redemption of animals as appropriate.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:
<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=604191951>. For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



ANIMAL CONTROL OFFICER

Union: SEIU

FLSA: Non-exempt

Pay Grade: 3

Hours: 37.5 per week

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of duties involved in enforcing Village ordinances governing the care and keeping of animals in the Village; and to impound, care for and assist with redemption of animals as appropriate.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Health Director.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Establish schedules and methods for effectively enforcing control ordinances; plan routine patrols to search for animals at-large. Safely and effectively contain stray animals; adequately attempt to return lost animals to their owners and impound them as required.
2. Investigate complaints of animal neglect or cruelty, ensuring responsible pet ownership and explaining ordinances related to the keeping and caring of animals; offer advice on solutions and follow up on corrections to help meet compliance, issue citations of ordinance violations as necessary.
3. Appropriately interact and provide consultation on euthanizing of animals as appropriate; contact a veterinarian to treat injured animals.
4. Investigate reports or complaints of dogs, cats or other animals creating nuisances; take appropriate action; issue citations of ordinance violations as necessary.
5. Investigate animal bite reports, take appropriate action; complete bite reports and follow-up to ensure compliance with the local ordinance and State laws.



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6. Monitor the nuisance wildlife trapping program, assist with trap rentals, pick-up nuisance wildlife and relocate and/or euthanize according to State laws. Safely remove wildlife that has entered living quarters of residences. Act as resource for residents dealing with wildlife in attics or walls of home, provide advice on how to resolve the issue.
7. Oversee the licensing of animals, process animal license applications, issue license tags. Responsible for ordering animal license tags each year prior to renewal period.
8. Receive lost and found animal reports; assist visitors in locating missing pets.
9. Run rat abatement program; keep record of signed liability forms, schedule residents for treatment, act as point of communication with contracted company. Send out routing report prior to each scheduled visit and complete work orders as received from technician.
10. Apply for and maintain necessary license; wildlife permit, animal control license, certified euthanasia agency. Responsible for proper and secure storage of euthanasia drugs as required by State laws. Order required substances and supplies needed. Ensure proper disposal of animals euthanized in accordance with State laws.
11. Present educational programs to schools, community and civic groups.
12. Run beekeeping program, and perform inspections of bee hives for residents applying for beekeeping permits.
13. Prepare and submit rabies specimens or other zoonotic diseases as required by State laws. Act as source of education for public in regards to zoonotic diseases.

Other important responsibilities and duties:

1. Maintain vehicle and equipment in proper working condition.
2. Coordinate with the Village attorney and courts as needed; prepare requests for search warrants and summons; appear in court on applicable cases.
3. Perform general office duties; answer telephone calls; respond to inquiries and explain procedures; types letters; file rabies certificates and other documents.
4. Follow-up on delinquent or pending animal licenses; sell animal licenses to pet owners.
5. Prepare and maintain a variety of records and reports.
6. Perform related duties and responsibilities as required.
7. Maintain paper and electronic records.



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Knowledge of:

- Various breeds of dogs; cats and other domestic animals
- Procedures and techniques for dealing with the public in a tactful but firm manner. Basic methods of animal collection and impoundment.
- Euthanasia techniques and procedure. Basic bookkeeping principles and practices

Ability to:

- Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
- Enforce animal regulations
- Learn, interpret, and apply laws and regulations of the Village related to animal control.
- Perform a variety of animal control activities.
- Prepare written reports and maintain an efficient recordkeeping system. Learn and utilize proper handling and muzzling techniques.
- Administer animal first aid and lethal injections.
- Communicate clearly and concisely, both orally and in writing.
- Work overtime as operations require
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Subduing resisting animals
- Chasing fleeing animals
- Moving deceased animals
- Walking, standing, or sitting for extended periods of time



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Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Operating assigned equipment and vehicles
- Effectively communicating over radio using 10 codes, ensuring not to create nuisance to other emergency departments on frequency.

Experience and Training Guidelines

Experience: 1-year experience as an Animal Control Officer.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate: Possession of, or ability to, obtain an appropriate, valid driver's license. Ability to obtain license as a Certified Euthanasia Technician by the Department of Professional Regulation within 6 months of hire. Ability to obtain Pest Control Certification within 6 months of hire.

WORKING CONDITIONS

Travel around the Village; exposure to a variety of domestic and wild animals; may encounter hostile environment.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.