RESOLUTION NO. 2025 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR SENIOR ANIMAL CONTROL OFFICER

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Senior Animal Control Officer.

Section 2. The salary range for the Senior Animal Control Officer position shall fall within the range suggested by the most recently adopted compensation study. The current compensation study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$41,069	$51,336	$61,603

PASSED AND APPROVED this _____day of _____, 2025.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO.
Animal Control Job Description Changes	AGENDA DATE: 3/18/2025

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

The FT Animal Care Technicians were performing many more duties than what was originally entered in their job description, and required more training. The currently vacant Sr. Animal Control Officer position provided an opportunity for review.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

While reviewing these job descriptions, we realized that a change in the department's chain of command needed to occur for efficiency which prompted the changes in the Sr. ACO description.

Budget neutral due to personnel vacancy within the department.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Approve both the changes in the 2 job descriptions and the salary increases for both positions.

Senior Animal Control Officer

Job Grade: 13	Job Code:
Job Group:	Job Family:
Department Name For This Position: Animal Control	Position Reports To (Immediate Supervisors Title): Animal Control Director
Physical Location For This Position: Animal Shelter	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No

Job Classification

The Senior Animal Control Officer manages and coordinates the work of the animal control officers, as well as perform all the duties of an animal control officer, ensuring the humane treatment of animals, the highest level of customer service to shelter visitors and the community, maintaining professional relationships with other departments, vendors and as well as ensuring the efficient running of the field operations of the department.

Essential Duties and Responsibilities

Works under the supervision of Animal Control Director.

Provides scheduling, planning and organizational assistance to the Animal Control Director and Animal Shelter Manager for Animal Control Officers and enforcement activities.

Assists the Director and Animal Shelter Manager in the operations of the department and the animal shelter.

Enforces the laws and ordinances of the care and keeping of animals within the City of Bryant.

Responsible for the training and supervision of animal control officers, and maintains records of such.

Performs investigative and enforcement of animal control ordinances and regulations, assists in the functions of the animal shelter.

Operates city vehicle and is responsible for fleet maintenance for the department.

Assists, as needed, with maintaining the shelter to ensure conditions are sanitary.

As needed, performs general cleaning of office areas, restrooms, and other areas of the facilities; performs minor maintenance of facility and equipment, reporting major repair needs to the Animal Shelter Manager.

As needed, feeds and waters animals according to schedule; cleans kennels and cages using appropriate cleaning agents and equipment. Conducts investigations and creates reports of findings and actions taken.

Maintains files of investigations and animals, maintains records, issues citations and warnings to violators and testifies in court proceedings.

Submits requests to the Animal Shelter Manager of needed supplies. Selects animals to be euthanized and performs euthanasia.

Performs outside maintenance such as mowing grass, trimming shrubs, and general cleanup around the facility.

Notifies owners per ordinance that their animal has been located.

Assists customers in selecting animals for adoption. Prepares specimens for rabies testing, completes necessary paperwork, and delivers specimens to state lab.

Processes public impounds, owner relinquishments and adoptions, collects monies for fees, issues receipts and completes necessary forms.

Suggests changes in working conditions and use of equipment to increase efficiency of the department.

Responds to after hours and weekends emergency calls as needed.

Performs data entry of records into computer software.

Provides performance reviews during training and annually to subordinates, and gives feedback to trainees and employees on a regular basis.

Creates, implements and maintains an award system for animal control officers.

Attends department events. Acts as the department supervisor in the absence of the Animal Control Director and Animal Shelter Manager.

Must be able to lift at least 50 pounds occasionally, and up to 30 pounds regularly.

Ensures the highest level of customer service to shelter visitors and citizens, maintains professional working relationships with employees of other departments and vendors.

Other duties may be assigned.

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: Supervises a SMALL GROUP (3-7) of employees, usually of LOWER CLASSIFICATIONS. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of a non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.
- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

Education And Experience

- Education: Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.
- Experience General: 2 years related experience and/or training.
- Experience Management: 12 to 18 months related management experience.

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY DIRECTED. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of

own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of MEDIUM ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.
- Supervision Received: Under general direction, WORKING FROM POLICIES AND GENERAL DIRECTIVES. RARELY REFERS SPECIFIC CASES to supervisor unless clarification or interpretation of the organization's policy is required.
- Accuracy: Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.
- Communication Skills: Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
- Critical Thinking Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Mental Demand: VERY CLOSE MENTAL DEMAND. Operations requiring VERY CLOSE AND CONTINUOUS ATTENTION for control of operations which require a HIGH DEGREE OF COORDINATION OR IMMEDIATE RESPONSE. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Other Skills

undefined

Accountabilities

- Freedom To Act: DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.
- Annual Monetary Impact: SMALL: Job creates a monetary impact for the organization from $100K to $1MM.

- Impact Of Job On End Results: MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

Certificates, Licenses, Registrations

Required

Valid Arkansas Driver's License, must possess or be able to obtain euthanasia and chemical capture or equivalent certification within one (1) year of employment. Must possess or be able to obtain Certification via the National Animal Control and Care Association Levels I, II & III within 3 years of employment.

Preferred

Fear Free, Animal Cruelty Investigator, FEMA Animals in Disasters: Awareness and Preparedness (IS-10.a;) FEMA Animals in Disasters: Community Planning (IS-11.a;) FEMA Introduction to the Incident Command System (ICS 100) & FEMA Basic Incident Command System for Initial Response (ICS 200.)

Contacts With Public and Employees

- Contacts With Employees: Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.
- Contacts With Public: Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never

- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Outside working environment, wherein there are disagreeable working conditions part of the time.

Physical Demands

Physical Activities

- Stand: Never
- Walk: Never
- Sit: Never
- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Never
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).

- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: HIGHLY REPETITIVE, MODERATELY PHYSICAL. HIGHLY REPETITIVE type of work which requires SOMEWHAT DIVERSIFIED physical demands of the employee.

Additional Information

Core Competencies / Additional Info

Ability to work overtime. Ability to follow both verbal and written directions. Ability to interpret laws and ordinances, policies and procedures and teach these to team members. Ability to make reasonable and prudent judgement calls. Ability to accurately determine if team members are following proper protocols. Ability to write accurate, descriptive and objective employee performance reviews. Ability to work rotating shifts. Regular and punctual attendance.

Yet More Additional Info

undefined

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