Animal Control Officer

The City of Bryant is accepting applications for **Animal Control Officer**. Salary for this position is $33,668 -$42,085. Applications may be completed online at www.cityofbryant.com. A city application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., October 7, 2023 or will remain open until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

GENERAL DESCRIPTION OF POSITION

Works under the supervision of Animal Control Director. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the daily functions of the animal shelter and enforcement of animal control regulations.

2. Operates city vehicle in the course of daily duties.

3. Maintain the shelter to ensure conditions are sanitary. Performs general cleaning of office, restrooms, and other areas of the facilities; performs minor maintenance of facility and equipment.

4. Feeds and waters animals according to schedule; cleans kennels and cages using appropriate cleaning agents and equipment.

5. Maintains files of each investigation, maintains records cards for each animal impounded; prepares daily reports. Enters data in computer.

6. Maintain supplies for shelter, such as drugs, food, maintenance items; verifies that all items are received and forward all invoices to the Animal Control Director for payment.

7. Selects animals to be euthanized and performs euthanasia.

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

9. Notifies owners per ordinance that their animal has been located.

10. Assists customers in selecting animals for adoption.

11. Prepares specimens for rabies testing, completes necessary paperwork, and delivers specimens to state lab.

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

13. Suggest changes in working conditions and use of equipment to increase efficiency of work crew.

14. Responds to after hours and weekends emergency calls as needed.

15. Maintains files of investigations, maintain records, issue citations and warnings to violators; testifies in court.

16. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS
Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas Driver's License or valid driver's license recognized by the state of Arkansas. Possess or be able to obtain proper licenses used in tranquilizing and euthanasia. Must possess or be able to obtain euthanasia certification within one (1) year of employment.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

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; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND
Close mental demand. Operations requiring close and continuous attention for control of operations. 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.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

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.

ACCOUNTABILITY

FREEDOM TO ACT
Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS
Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT
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.

EMPLOYEE CONTACT
Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Occasional use of highly complex machines and equipment; specialized or advanced software

programs.

WORKING CONDITIONS
Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. hot mix paving in constant sun).

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; and frequently required to stand, sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to walk, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.