

City of Marfa
Job Description: Animal Control Officer
Police Department

Brief Description:

The purpose of this position is to enforce state and local laws regarding animal control in order to ensure the safety of the citizens of Marfa. This is accomplished by patrolling the city for loose animals; and responding to citizen complaints. Other duties include maintaining the animal shelter; completing other duties as assigned and ensuring animals' health and safety. Frequent contact with the public is involved in this position.

Essential Functions:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed:

- Enforces all state laws and city ordinances to include but not limited to large animal permits; control of small animals (vaccination, registration, impoundment, animal bites); and prohibition of dogs in certain city parks.
- Patrols the city for loose animals by driving city streets; observing areas for loose animals; retrieving loose animals; locating owners; and issuing citations.
- Responds to citizens' complaints within the city limits by answering calls; writing out complaints; retrieving loose animals; locating owners; providing information regarding animal regulations; and issuing citations.
- Maintains the animal shelter by cleaning kennels; sweeping the office; euthanizing animals; cleaning the incinerator; and washing the back area in accordance with Texas Department of Health Regulations.
- Sets traps and checks for skunks, cats, or any other animals daily. Meets with citizens and businesses concerning complaints and conducts investigations, follow up investigations, issues warnings and citations.
- Keeps records including daily log of activities, kennel roster, and individual cage cards; maintains files in accordance with recordkeeping requirements.
- Maintains the health of animals by feeding and watering animals in the shelter.
- Responds to calls of animal bites and follows appropriate documentation procedures.
- Quarantines animals involved in bite incidents.
- Transports animals to veterinarian's office.
- Conducts rabies clinic.
- Works with sick and wild animals.
- Keeps track of city animal licensing.
- Oversees the city's adoption program as well as providing educational materials to citizens and conducting various public service clinics.
- Monitor and assist with mitigating improper dumping, dirty lots, junk/abandoned vehicles, and animals running at large.
- Performs other duties as may be assigned.

Job Requirements:

Formal Education and Experience	High school diploma or GED required. Requires broad knowledge to understand basic operational, technical, or office processes. No prior experience required.
Knowledge, Skills, and Abilities	Must possess the ability to communicate effectively both verbally and in writing. Knowledge in current investigation and follow up protocols and practices. Record keeping principles and basic reporting techniques. Accurately maintain records and compile data into written reports. Must be able to understand and carry out oral and written instructions. Familiarity with the community, streets, alleys, rights of way and properties in Marfa. Knowledge of personnel policies and safety practices.
Certification and Other Requirements	Valid Driver's License. Licensing by the State as a Certified Animal Control Officer required or must be obtained within one year.

Managerial	Receives direction from the Police Chief and/or the City Administrator: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of appropriate procedure or policy to apply to duties. Employee exercises his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Budget Responsibility	No budget responsibility.
Supervisory/Organizational Control	No supervisory responsibility.
Interpersonal / Human Relations Skills	Must be able to establish and maintain effective working relationships with co-workers, other employees, city officials, other agencies and the general public. Decisions regarding establishment of policies may be made. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Working Conditions	On call 7 days a week and 24 hours a day for emergency situations. Work requires walking, bending, some heavy lifting and working outside in various weather conditions. May involve hazardous situations.
Machines, Tools, Equipment, And Work Aids	Operate a vehicle, computer and related software, fax, printer, copier.

Signature -Review And Comments-

I have reviewed this job description and find it to be an accurate description of the demands of this position.

Signature of Employee

Date

Job Title / Signature of Supervisor

Date

Job Title / Signature of Department Head

Date

Comments _____

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs and requirements of the job change.