

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Animal Services Officer I
DEPARTMENT: Police
REPORTS TO: Animal Services Supervisor

SALARY GRADE: 7
FLSA STATUS: NE
DATE: 10/2024

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for the administration and enforcement of the animal control program, protect the animals of the City and assist citizens with animal control issues. Working is performed under the moderate supervision of the Animal Control Supervisor.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Maintains the City's animal impound/control facility, including care and feeding of animals, cleaning of animals, administering medication and /or first aid to animals, and cleaning of animal cages, supplies, bedding and other areas with the animal control facility; recruits/trains/supervises volunteers.

Patrols the City for the purpose of monitoring for stray, unlicensed, injured, wild and/or diseased animals, using a motor vehicle, by foot, or bicycle.

Responds to on-call emergencies, for incidents and calls for service which occur during hours when department response is required.

Investigates complaints of neglect or cruelty to animals and coordinates enforcement actions as appropriate with police or other animal control personnel.

Captures, impounds and cares for stray, injured and abused animals. Takes all injured wildlife to sanctuary.

Administers and operates an effective adoption and animal placement program utilizing media campaigns, outreach programs, and coordination with local regional and national adoption rescue and fostering programs.

Prepares documentation for presentations of enforcement cases to the Animal Control Commission or other administrative or judicial hearings, as required.

Testifies in court cases concerning citations and/or other enforcement actions.

Recommends revisions to City codes relating to animal control, licensing and the operation of the dog park.

Assists in the identification and screening of potential adoptive families of impounded animals, utilizing knowledge of animal behavior and observing the interaction between homeless animals and potential adoptive families/individuals.

Cooperates with neighboring animal control agencies and other public and private agencies concerned with animal complaints/problems and associated public health issues related to animal control and management.

Prepares and completes reports and correspondence concerning animal control activities.

Represents the City at meetings with citizen groups and organizations.

Makes on-site field inspections of commercial properties in order to determine if animals and their environments are being maintained in conformance with applicable animal control codes and ordinances.

Administers licensing of the dog park, patrols and monitors dog park usage.

IMPORTANT JOB FUNCTIONS:

Investigates complaints of violations of other City ordinances.

Issues warnings and/or citations for violations of City codes and regulations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Animal Control Van Control Pole Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED; and moderate progressively responsible experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Knowledge of animal control laws, rules, regulations and ordinances.

Basic behavioral attributes of a variety of animals.

Methods and practice of the capture, custody and disposition of animals.

Proper investigation, inspection and enforcement methods.

Legal procedures involving enforcement of City codes, regulations, laws and ordinances.

Safety practices dealing with the handling of animals.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to acquire knowledge of other codes and regulations administered by the department.

Ability to interpret laws, regulations, codes and ordinances, and to apply requirements to appropriate situations.

Ability to coordinate with other regional agencies involved in animal control and care.

Ability to independently assess need for a particular course of action in the care and disposition of animals and responsibility to act accordingly.

Ability to follow directions, both verbal and written.

Ability to maintain records, logs and files.

Ability to quickly develop a working knowledge of the City's geography and park areas, as well as the laws, ordinances, and regulations governing animal control in the City.

Ability to prepare written reports and correspondence.

Ability to work a rotating and flexible work schedule.

Ability to establish and maintain effective working relationships with a variety of people.

This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. This is medium work requiring the exertion of up to 50 pounds of force occasionally.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions. The employee is frequently exposed to animals with the potential for contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically moderately quiet to very loud.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.