

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Animal Control Officer      GR: 105      FLSA: Non-Exempt      DATE: 09/01/2022  
DEPARTMENT: Parks & Recreation      DIVISION: Animal Shelter  
REPORTS TO: Animal Services Supervisor      APPROVED: \_\_\_\_\_      JOB CODE: 7000

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**GENERAL DESCRIPTION:**

Under general supervision, performs work of routine difficulty, enforcing the ordinances within Chapter 7 of the Salina City Code, maintaining the animals housed at the Salina Animal Shelter; and performs related work as assigned.

**TYPICAL DUTIES:**

- Enforces and applies ordinances and regulations of the Salina City Code pertaining to animal control via verbal warnings, written warnings, and citations; chases, apprehends, impounds, and transports domestic, farm, exotic, and wild animals that are stray, injured, and diseased; uses catch poles and traps to capture and impound animals; uses tranquilizer guns to subdue vicious and fractious animals; transports captured animals to the Salina Animal Shelter.
- Investigates incidents involving animal cruelty, illegal pit bulls, animal bites, and animal nuisances; interviews complainants, victims, and witnesses on possible law, ordinance and regulation violations; identifies, collects, and preserves evidence pertaining to investigations of animal cruelty; identifies owners of animals that are subjects of investigations; testifies in court and at hearings on animal control matters.
- Inspects pet shops, grooming shops, boarding kennels, animal breeders, catteries, and animal daycare facilities to ensure that animals are being handled in accordance with applicable ordinances and regulations.
- Issues licenses and permits for dogs and cats residing in Salina City Limits; provides public education on animal control ordinances and regulations and animal care methods/techniques
- Establishes quarantines involving rabies incidents and other health concerns as needed; prepares rabies specimens for laboratory tests by decapitating and placing specimens in insulated shipping coolers.
- Performs first aid on injured animals by applying splints, tourniquets, blankets, muzzles, and other related medical supplies and equipment; performs euthanasia on injured, sick, dangerous, or unwanted domestic, wild and exotic animals by means of lethal injection; picks up dead animals found in public streets and highways; disposes/incinerates animal carcasses.
- Works variable work schedule, including evenings and weekends.
- Performs overtime as needed and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** May oversee volunteers and volunteer activities as needed.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- One (1) year experience providing animal care in animal shelter, veterinary clinic, animal hospital, or other related area including customer service to the public preferred.
- Must obtain Level I and Level II National Animal Control Association Academy training.
- Must possess a valid Kansas driver's license.

**RESIDENCY REQUIREMENTS:**

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, and the public. (Daily)  
Possess and apply thorough knowledge of Chapter 7 of Salina City Code, along with City of Salina and Salina Animal Shelter policies and procedures. (Daily)  
Effectively and efficiently navigate Salina and various sites within the city when responding to calls and requests for assistance. (Daily)  
Demonstrate and apply proper methods and techniques to safely handle, care for, capture, impound and euthanize animals. (Daily)  
Possess ability to calmly receive, investigate, respond to and resolve inquiries and complaints. (Daily) Ability to promote and maintain public interest and positive relations. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Moderate, exerting up to 80 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.  
Climbing/Balancing: Minimal, ability to sit and stand.  
Walking: Moderate amount required.  
Stooping/Bending: Frequently.  
Stand/Sit: Sit about 50 percent of the time.  
Reaching: Moderate, overhead as well as horizontal.  
Vision: Adequate to perform essential job functions.  
Color Vision: Adequate to perform essential job functions.  
Hearing: Adequate to perform essential job functions.  
Speech: Frequently express ideas and be understood.  
Eye/Hand/Foot Coordination: Occasionally operates equipment requiring moderate ability.  
Manual Dexterity: Occasionally operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside and outside.  
Cold/Heat: Adverse conditions possible.  
Wet/Dry: Adverse conditions possible.  
Noise/Vibrations: Moderate exposure to loud noises emitted by animals.  
Hazards: Moderate exposure from handling/exposure to diseased/dangerous animals and carcasses.  
Fumes/Dust/Odors: Moderate exposure to unpleasant odors.  
Infectious Diseases: Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and in writing.  
Ability to read and comprehend written material.  
Ability to maintain accurate records, to organize files and effectively retrieve data.  
Ability to use software and computer system.  
Ability to listen to and apply information and instructions.  
Ability to understand mathematical concepts and make accurate calculations.  
Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Animal shelter equipment, calculator, catch pole, computer, crematorium, electronic tablet, fax machine, laboratory equipment, scanner, temperature gun, telephone, tranquilizer gun, two-way radio, voice recorder, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.