

DARKE COUNTY COMMISSIONERS
POSITION DESCRIPTION
An Equal Opportunity Employer

Position Title: **Chief Animal Control Officer**

Incumbent:

Reports to: **Darke County Board of Commissioners**

Civil Service Status: **Unclassified**
Employment Status: **Full time/Reg**
FLSA Status: **Exempt**

ESSENTIAL FUNCTIONS:

- **Supervises activities of Animal Control Officers and Community Service workers and/or general relief workers and volunteers (e.g., schedules, assigns and reviews work, recommends employee disciplinary action as needed, etc.)**
- **Supervises operation of office**
- **Issues dog licenses; receipts and records fees received**
- **Orders cleaning supplies, dog food, etc.**
- **Prepares weekly activity report for County Commissioners**
- **Receives and responds to telephone inquiries and complaints from general public**
- **Patrols county and enforces statutes governing licensing and regulation of dogs (e.g., issues licenses, warns owners found in violation, issues citations, seizes and impounds dogs, etc.).**
- **Investigates reported dog bite cases; investigates all claims for damage to animals (fowl, sheep, calves, etc.) and determines if damage was caused by dogs or wildlife.**
- **Appears in court and presents testimony as necessary.**
- **Demonstrates regular and predictable attendance**

OTHER DUTIES AND RESPONSIBILITIES:

- **Maintains dog kennel (e.g., feeds and water dogs, sweeps and disinfects cages, etc).**
- **Helps in the euthanasia and disposal of dogs and cats as necessary.**
- **Performs other related duties as required.**

POSITIONS SUPERVISED:

- **Animal Control Officers**
- **Community Service Workers/General Relief Workers**
- **Volunteers**

KNOWLEDGE, SKILLS AND ABILITIES: (*may indicate developed after employment)

- **Knowledge of basic supervisory principles and practices, goals and objectives of department;**
- **State and local animal control laws***
- **Office practices and procedures***
- **Methods, techniques and equipment utilized in capturing stray dogs**
- **Animal behavior**
- **Breeds of dogs**
- **Ability to: communicate effectively**
- **Add, subtract, multiply and divide whole numbers**

- **Maintain accurate records**
- **Prepare meaningful, concise and accurate reports**
- **Gather, collate and classify information**
- **Establish effective atmosphere as supervisor of work unit**
- **Follow administrative policy**
- **Recognize unusual or threatening conditions and take appropriate action; work with animals; resolve complaints and/or problems from citizens**
- **Perform routine custodial tasks**
- **Skill in: firearms*; tranquilizer gun*.**

EQUIPMENT KNOWLEDGE:

Incinerator, firearms*, tranquilizer gun*, computer, vehicles, other County owned equipment.

UNUSUAL, HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Exposure to animals, occasionally exposure to viscous dogs. Ability to lift 50 lbs. Able to work with the public. May be exposed to severe weather.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is: Completion of secondary education; Six (6) months work experience or training with domestic animals or equivalent; and one (1) year supervisory experience or equivalent; possession of a valid Ohio Driver's License. Resident of Darke County, Ohio.

LICENSE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's license. Euthanasia certification. Gun training or hand gun certification may be required.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Appointing Authority

Date

Employee Signature

Date