

Champaign County Job Description

Job Title: Assistant Animal Control Director

Department: Animal Control

Reports To: Animal Control Director

FLSA Status: Exempt

Grade Range: I

Prepared Date: July 2021

SUMMARY Under managerial direction, assists with planning, directing, and coordinating the field and office activities of the County's Animal Control Program.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under the direction of the Animal Control Director, manages and supervises the operation and maintenance of the County's Animal Control Program; directs the apprehension, impounding, and disposing of stray or vicious animals; supervises subordinates engaged in clerical duties, including processing dog registrations and administrative support; supervises subordinates engaged in the feeding, care, and disposal of animals; directs the maintenance and cleaning of the facility, vehicles, and equipment; responsible for fee collections; supervises record maintenance and prepares required reports.

Arranges for or provides training to employees in animal control procedures.

Assists with development of the operating budget; approves expenditures; recommends capital expenditures; projects overtime requirements.

Oversees and responds to questions, concerns, or complaints from animal owners, officers, the public, or organizations; handles irate citizens and difficult situations arising from the enforcement of Animal Control Ordinances and laws.

Researches and enforces state and County laws and ordinances; writes citations; advises citizens of animal control laws and ordinances; consults with State's Attorney on difficult cases; ensures proper documentation of pertinent information.

Interprets legal statutes, codes, and ordinances; creates or modifies ordinances related to animal control.

Euthanizes animals deemed unadoptable or dangerous to population.

Performs related work as required.

SUPERVISORY RESPONSIBILITIES Directly supervises Animal Control Wardens, Kennel Workers, and a Clerk and a Senior Clerk. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE High School diploma or GED diploma is required. An Associate's Degree or graduation from an accredited four-year college or university with major course work in Agriculture, Business or Public Administration, is preferred. Considerable progressively responsible experience (1-3 years) in supervising an Animal Control Program or related work; or any equivalent combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities. Considerable knowledge of diseases and the proper handling of mean or vicious animals.

LANGUAGE SKILLS Ability to read and interpret documents such as federal and state regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or 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 draw graphs or simple maps.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Illinois Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to bend; stand; stoop; crawl; walk; sit; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to handle live and dead animals, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT While performing the duties of this job, the employee is exposed to hazards associated with traffic; animal bites; blood from animals; hazards associated with infected animals and controlled substances. Work is performed both inside in an office environment and outside while visiting inspection facilities. The noise level in the work environment is usually moderate to loud.