

HOW TO APPLY: Complete application form at City Hall Human Resources, 715 Mulberry, Waterloo IA or email nancy.culpepper@waterloo-ia.org and request application form be emailed to you. Deadline is 5:00 p.m. Friday, December 29, 2017 or until filled. Must supply driver's license number on application form.
A.A./E.E.O.

CITY OF WATERLOO

ANIMAL CONTROL SERVICES OFFICER

Part time approximately 19 hours per week nights and weekends with fill-in on weekdays as needed

Possible on-call

\$15.77 per hour

No benefits or insurance

JOB SUMMARY DESCRIPTION: patrols and enforces City and State codes and ordinances regarding animal care and control. Catches and impounds stray animals and issues written warnings and citations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: investigates animal control and cruelty complaints; assists the public in resolving animal control problems in their area; advises general public of applicable animal control ordinances and issues citations as necessary; appears at court hearings to present evidence and testimony; patrols and impounds animals at large; picks up sick, injured or dead domestic animals from streets and roadways; responds to reports of sick/injured or dead wild animals; works in cooperation with and responds to assistance calls from law enforcement agencies when animals are involved; delivers pets to veterinarians for medical care as necessary; maintains work records on appropriate forms or enters data electronically and makes full reports on investigations; drives assigned vehicle and maintains in good, clean working order; enforces and monitors animal quarantines to ensure compliance; participates in regular or special training and education programs to gain new ideas and information leading to greater efficiency and effectiveness in performance of duties; practices good public relations in all phases of job responsibilities; collects and records fees such as pickup, licensing, etc.; may respond to calls for service in Cedar Falls as detailed in City ordinance; attends work regularly at the designated place and time; performs all work duties and activities in accordance with City policies, procedures and safety practices; other related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES: knowledge of laws and regulations of the State of Iowa, the City and the County that are applicable to an animal control program; knowledge of the characteristics and appearances of common breed of dogs, cats and other domestic animals; knowledge of basic animal physical well-being; skill in handling all types of animals sometimes under adverse conditions; skill in interpersonal relations as applied to contact with pet owners and the public; skill in operating personal computer to enter data or research animal information; ability to operate the following equipment and tools - light truck or van, 2-way radio, rifle, tranquilizer gun, catch pole, cat trap, microchip scanner; work is performed according to well-established standards and procedures, but a variety of settings, circumstances and situations often requires independent judgment until or unless supervisor can be consulted; ability to handle confidential information with tact and discretion; ability to work cooperatively and to maintain effective working relationships with coworkers and police department.

MINIMUM EDUCATION AND EXPERIENCE: graduation from high school/GED; one year experience in animal control or in a related field **or** certification as an animal control officer from a recognized academy or the National Animal Control Association **or** any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the work; experience in the care and handling of animals; prefer experience in a complaint-oriented work setting with the public; prefer computer/data entry experience; valid Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria.