

MACS Part-Time Animal Control Officer

JOB DESCRIPTION

CITY OF MUNCIE

Position No.:

Last Review:

Effective Date: 2/2/2021

Last Revision: 2/2/2021

FLSA: Exempt Non-Exempt

Union Eligible: Yes No

Position Title: Part-Time Animal Control Officer

Department: Animal Shelter

Reports to: Superintendent

Incumbent serves as a Part-Time Animal Control Officer of the Animal Shelter, with responsibility for safe and humane capture and transport of animals, and investigating and resolving animal related complaints as dictated by State, City and County Ordinances.

Incumbent also provides animal care and cleaning of the shelter as directed, such as maintaining the whole health, treatment and care of the animals in accordance with the standards listed in City Ordinance 23-17 and MACS' Standard Operating Procedure and policies. Including, but not limited to the following on a daily basis: proper cleaning/sanitizing of animal housing, feeding, medicating and treating, monitoring for signs of disease and injury, and providing enrichment and training to animals in the shelter. Monitors animal health, behavior and temperament. Communicates with Dog and Cat Tech Manager, Office Staff, Rescue Coordinator, Foster Coordinator, Assistant Superintendent and Superintendent regarding dogs needing veterinary care, evaluations, training and/or special placement. Daily upkeep of the shelter and grounds.

Essential Job Functions:

- Enforces animal ordinances
- Safely and humanely captures and transports loose and/or dangerous animals
- Writes reports
- Performs intake procedures that include vaccinating animals
- Cleans and cares for animals at the shelter
- Cleans and maintains the grounds
- Assists the public

Minimum Qualifications/Requirements:

- High School Diploma.
- Flexible availability.
- Experience with animals is preferred.
- Ability to effectively communicate with the general public in a courteous and tactful manner.

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- Ability to write legibly, and communicate using proper grammar and accurate spelling.
 - Ability to write detailed reports.
- Ability to perform accurate basic arithmetic such as adding, subtracting, dividing and calculating percentages.
- Ability to read, understand, memorize and abide by the Department's Standard Operating Procedures and City Animal Ordinances.
 - Ability to extrapolate solutions across a variety of scenarios according to policy
- Ability to properly handle a variety of animals of different temperaments in various conditions of health.
- Ability to lift 50+ lbs and work in a fast-paced environment.
- Ability to work independently, have accountability, and manage time and duties.