

# Champaign County Job Description

Job Title: Assistant Animal Control Director

Department: Animal Control

Reports To: Animal Control Director

FLSA Status: Exempt

Employment Status: Non-Bargaining

Pay Grade: 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.

## Essential Duties and Responsibilities

Includes 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 of 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.
- Research 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 Senior Clerk.

Responsibilities include:

- Interviewing, hiring, training, disciplining, and rewarding employees.
- Appraising performance.
- Planning, assigning, and directing work.
- Addressing complaints and resolving problems.

## Qualifications

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

### Education and Experience

- (Required) High school diploma or general education degree (GED).
- (Preferred) An associate's degree or graduation from an accredited four (4)-year college or university with major course work in Agriculture, Business or Public Administration.
- One (1) to three (3) years of considerable progressively responsible experience in supervising an Animal Control Program or related work.
- Considerable knowledge of diseases and the proper handling of mean or vicious animals.
- Any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.

## 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.
- Ability 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.
- Ability to 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 essential functions of this job.

The employee must be able to:

- Handle live and dead animals.
- Occasionally lift and/or move up to seventy-five (75) pounds.

While performing the duties of this job, the employee is frequently required to:

- Bend.
- Stand.
- Stoop.
- Crawl.
- Walk.

- Sit.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Use hands to finger, handle, or feel.
- Reach with hands and arms

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Color vision.

## Work Environment

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.

While performing the duties of the job, the employee is exposed to hazards associated with:

- Traffic
- Blood from animals.
- Hazards associated with infected animals and controlled substances.

## Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.