



SENIOR CODE COMPLIANCE/ANIMAL CONTROL OFFICER

Definition:

Under the direction of the Public Safety Manager, serves as lead worker to personnel performing fieldwork in enforcing state and local laws regarding stray, dangerous, domestic, wild, and exotic animals and livestock. Investigates complaints and patrol assigned areas; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist Public Safety Manager with planning, scheduling, assigning and monitoring daily activities of officers.
2. Provides and assists manager with on-the-job training and instructions to subordinate staff; provides input to performance evaluations and makes recommendations to the manager regarding performance.
3. Compile and maintain statistics on subordinate staff activities.
4. Ensures that staff members are aware of and in compliance with established safety practices and procedures.
5. Assist the Finance and Administrative Services Department in tracking and collection of fines and fees resulting from the disposition of cases through administrative or court procedures.
6. Receive, record, investigate, inspect and respond to complaints and problems related to violations of applicable local and state laws, ordinances and codes.
7. Inspects properties to determine compliance of property maintenance standards and ordinances.
8. Impounds and transports sick, injured, stray or dead animals; administers minor first aid and emergency treatment for animals.
9. Conducts surveys of households throughout the City to ensure compliance with State and City laws pertaining to the licensing, rabies vaccination and care of animals.
10. Issues violation notices, parking citations, administrative fines and court citations; collects evidence and appears in court and/or hearings as a witness.
11. Uses tranquilizer guns, shotguns, rifles or other means to control or destroy dangerous and/or injured animals; participates in the euthanasia of animals.
12. Assist in the preparation of cases for prosecution.
13. Answers questions from the public and provides information as requested concerning public safety programs and activities.
14. Interprets and educates the public on city ordinances and other applicable codes.
15. Maintains records and files, prepares written reports and correspondence.

16. Provides front desk coverage, including but limited to answering phones, directing work orders and cashiering as necessary.
17. Interfaces effectively with state, county, and local agencies.
18. Assists L.A. County Sheriff personnel in routine matters.
19. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Basic practices and techniques in leading a work crew including: assist and organize team to accomplish work; coach, facilitate, solve problems, and recommend disciplinary measures as needed.
- Investigation and coordination procedures.
- Common animal diseases and methods of control.
- Applicable state, county, and local codes.
- Land use laws and regulations.
- General plan and zoning processes.
- Operations and activities of municipal government.
- Capturing, handling, retaining and disposal of wild and domestic animals.
- Physical and behavioral characteristics; normal and abnormal animal behavior.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Oversee, direct, and coordinate the work of subordinate staff.
- Interpret and apply pertinent laws, codes and regulations with impartiality and efficiency.
- Implement the euthanasia of animals.
- Humanely and safely handle dead and decomposing animal carcasses.
- Humanely and safely handle frightened, injured, ill and/or aggressive animals.
- Learn the use and care of firearms, tranquilizer guns and other assigned equipment.
- Deal with individuals in potentially adversarial situations.
- Read and interpret municipal and state codes.
- Analyze code violations and recommend remedies.
- Prepare case reports.
- Handle stress.
- Read and interpret construction plans.
- Understand and follow verbal and written direction.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac and PC environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.

- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma or equivalent GED certificate AND experience equal to five (5) years in Animal Control and Code Enforcement.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire. Successful completion of a POST certified P.C. 832 with firearms course within one year of hire. All or any of the CACEO Academy modules is highly desirable.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods and walk long distances.
- Performs lifting, pushing, and/or pulling, which could exceed 100 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work within enclosed spaces or at heights above ground level.
- Required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings and conduct investigations.
- Required to work evenings, weekends, holidays, and/or callback as necessary.