

DeWitt County Job Description

Job Title: Animal Control Administrator
Department: Animal Control Reports To:
Public Safety Committee
FLSA Status: Exempt
Prepared By: Public Safety Committee
Prepared Date: January 12, 2023
Approved By: Public Safety Committee
Approved Date: January 12, 2023

SUMMARY

Under the direction and supervision of the Public Safety Committee. Responsible for the overall administration and management of the shelter. Performs enforcement activities in accordance with the Illinois Animal Control Act (510 ILCS 5/), Animal Welfare Act (225 ILCS 605/) and Humane Care for Animals Act (510 ILCS/70) and county/municipal code and ordinances along with administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Public Safety Committee.

Performs vehicle patrol duties, responds to complaints for control of domesticated animals found running at large within the County, and captures animals and removes to appropriate holding area (DeWitt County Animal Shelter).

Sets traps to catch dogs, cats or other animals doing physical damage to citizens or property; assists on hunts to trap, capture or destroy animals.

Investigates reported animal bites/rabies suspects and follow-up on bite/rabies suspects reports to make sure the biting animal is examined by a licensed veterinarian and confined according to State Statutes and County Ordinances; impound unvaccinated biting animals if owner does not confine with a veterinarian.

Apprehends and impounds animals in compliance with procedures outlined in the ILLINOIS ANIMAL CONTROL ACT, city and village ordinances and the DEWITT COUNTY ANIMAL CONTROL ORDINANCE. Monitors the health and care of animals along with coordinating the care with a licensed veterinarian.

Issue abatement warnings to violators and makes recommendations for remedial measures; cites repeated offenders in accordance with applicable State and local laws.

Prepares and maintains requisite reports and files; daily animal impounds, monthly and yearly shelter reports, reclaimed and adopted animals, State licensing form, fiscal year animal control budget.

Attends Public Safety Committee meetings, as requested, to provide information on Animal Control/Shelter activities; attends other county meetings as requested.

Provide a healthy, safe, clean and pleasant environment and facilities for the animals and public.

Treat all animals humanely, properly and with compassion at all times, regardless of situation or circumstance.

Ensure proper cleaning and hygiene of shelter in accordance with the Association of Shelter Veterinarians Standards of Care.

Transports animal to veterinarian for treatment and euthanasia as needed.

Collects reclaim and adoption fees at animal shelter and conveys to the DeWitt County Treasurer. Work closely with other animal shelters, humane societies and animal rescue organizations.

Issue public service announcements and coordinate rabies clinics.

Be available for emergency duty after business hours.

All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee in the Animal Control Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training of employees and volunteers; 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 essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Six months to one year of experience in animal control, law enforcement, or related field is desired.

ABILITIES

Ability to read, interpret and enforce the Illinois Animal Control Act and applicable provisions of County laws. Ability to speak effectively before groups of customers or employees of organization.

Ability to relate to and demonstrate compassion of animals; handle animals humanely while utilizing appropriate safety measures.

Ability to communicate effectively both orally and in writing. Ability to establish and maintain a satisfactory working relationship with co-workers, general public, public officials, and county board members.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Illinois Vehicle Operator's License in the appropriate classification required by law. Obtain National Animal Care & Control ACO 1 & ACO 2 certification within 90 days of hire date. Other training as deemed necessary by the Public Safety Committee.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 100 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually loud.