

**INGHAM COUNTY
JOB DESCRIPTION**

ANIMAL CONTROL DEPUTY DIRECTOR

General Summary

The Animal Control Deputy Director, under general supervision of the Animal Control Director, serves as the immediate supervisor of Animal Control Officers, Kennel workers and clerical staff. He/she substitutes for the Animal Control Director in his/her absence. The Deputy is responsible for reviewing all bites, incident reports and summonses as well as preparing and submitting them to the Prosecutor's Office or various courts. The Deputy is also responsible for public relations, program development, scheduling and time card processing.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

- 1) Review and respond to complaints, paperwork, reports, summons, and warrants assuring completeness and accuracy, as well as delivery to appropriate court, Prosecutor or police agency having jurisdiction.
- 2) Contact complainants and resolve disputes exercising knowledge of laws and procedures.
- 3) Maintain scheduling and work assignments, time cards and brief subordinate employees as necessary.
- 4) Perform Animal Control Officer, Kennel worker and Dispatcher duties as well as assisting with complicated complaints or difficult animals, as necessary.
- 5) Prepare and conduct public relation's programs.
- 6) Interview, train, evaluate and make recommendations regarding staff.
- 7) Responsible for coordinating vehicle maintenance, radio installation, camper transfer/repair and cage repair.
- 8) Conduct investigations, including internal affairs, and prepare appropriate reports.
- 9) Manage nuisance wildlife consultations and pet therapy at nursing homes.
- 10) Respond to Freedom of Information Requests.
- 11) Responsible for photography of cruelty cases and tranquilizing of animals as necessary.
- 12) Perform other duties as assigned.

Other Functions:

- 13) None listed.

Employment Qualifications:

Education: Equivalent of two years of college level course work in law enforcement, animal science, business and related areas.

Animal Control Deputy Director
Page 2

Experience: Three years experience as an Animal Control Officer or related law enforcement capacity involving dealing with the public regarding the response to complaints and the enforcement of laws and ordinances.

Other Requirements: Must be C.O.L.E.S. certified.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

- Works in office conditions and the animal shelter.
- Regular exposure to odors of animals.
- Exposure to noise of the impounded animals.
- Exposure to disease communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.
- Exposure to parasites (fleas, ticks, mites).