

**CITY OF SALINAS**

**ANIMAL CONTROL TECHNICIAN**

**BARGAINING UNIT/CLASS CODE:**

**SMEA / O21**

**DEFINITION**

To assume lead responsibility for the operation of the City animal shelter and related animal control activities; and to perform other police support technical duties.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level class in the Police Support paraprofessional series. Incumbents perform staff supervision and the more complex duties associated with the operation and maintenance of the City Animal Shelter.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the animal services manager and direct supervision from the Animal Services supervisor. Exercises direct supervision over assigned staff.

**ESSENTIAL JOB FUNCTIONS OF THE JOB** Duties may include, but are not limited to the following:

Supervise and participate in the enforcement of animal control laws and regulations. Schedule, train, assist, and evaluate assigned staff. Assist staff to learn and apply safe and effective work practices. Receive and investigate animal complaints; issue citations for violations of animal regulations. Pick-up and impound stray, injured and dead animals. Manage animal control shelter; purchase supplies and equipment; maintain facilities; feed and care for animals. Euthanize animals pursuant to prescribed methods and procedures. Prepare and maintain relevant correspondence, records and reports. Prepare preliminary budget requests and monitor expenditures. Provide functional supervision to Police Assistants assigned to animal control. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 50 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of employee training and supervision. Safety principles, practices, and procedures. Basic organization and functions of a municipal law enforcement agency. Laws, regulations, and policies related

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to animal control. Departmental operating policies, procedures and techniques for assisting the public.

**Ability to:**

Supervise the enforcement of animal regulations, and the animal shelter operations. Interpret and apply laws and regulations of the City and Police Department. Communicate clearly and concisely, orally and in writing. Prepare written reports and maintain an efficient record keeping system. Work cooperatively with others. Assist the public in a polite and tactful manner. Supervise, train and evaluate assigned staff.

**Skills to:**

Euthanize animals pursuant to prescribed methods, and in a humane manner.

**License or Certificate:**

Certificate of Completion of Powers of Arrest (832 P.C.) Study Course, valid California Driver's License, and Certificate of Completion of Euthanasia by Injection Study Course are required.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade, and 2 years of work experience related to law enforcement Support activities.

Reviewed \_\_\_\_\_ Approved \_\_\_\_\_  
Department Director Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-94, REV: 3-07**