



Village of Glenwood
Job Posting
Animal Control Officer

The Glenwood Police Department is seeking qualified applicants for the part-time position of Animal Control Officer to work within the Village of Glenwood and to assist the Glenwood Police Department.

Responsibilities of the Animal Control Officer will include but are not limited to responding to service calls relating to animals running at large, injured, abandoned, or neglected in violation of Village of Glenwood's local ordinances. The applicant may be required to issue citations and testify in local court hearings regarding local ordinance violations and work in conjunction with the South Suburban Humane Society.

The applicant will also be responsible for overseeing daily tasks to maintain the Glenwood Pet Shelter to make sure that the shelter is in suitable condition to house domestic animals. Daily functions when animals are relocated to the Glenwood Shelter will include but are not limited to providing proper care for the animals, continually providing a clean space to house the animals, as well as feeding the relocated animals as needed.

Applicants must be able to work with the public, be assertive, respectful, and remain calm, and make appropriate decisions in stressful situations. The ability to document accurately and maintain orderly paperwork is necessary. Basic computer skills are required.

While assisting the Glenwood Police Department in the position of Animal Control Officer, the applicant may be required to work between 16-20 hours a week depending on call volume and the care of relocated animals to the Glenwood Shelter.

A valid driver's license is required. This is a physically demanding position where bending, kneeling, lifting is constantly required. Applicants must be at least 21 years of age.

Anticipated starting

Hourly rate \$17.00

To apply, email your resume, cover letter, and contact information for to schandler@villageofglenwood.com.

Post will remain open until filled



JOB DESCRIPTION

Title: Animal Control Officer

FLSA Status: Non Exempt

Effective Date: 1/1/2022

GENERAL PURPOSE

Under basic supervision, performs duties such as apprehending and impounding animals, enforcing rabies control, and other related City ordinances or state laws; responsible for enforcing dog licensing requirements; performs related work, as required.

ESSENTIAL FUNCTIONS: Essential duties and responsibilities may include, but are not limited to the following:

- Meet with citizens and community groups to resolve problems and/or complaints
- Interpret municipal code sections and apply to each case.
- Assist local law enforcement agencies in the search and seizure of animals or the enforcement of animal related laws. Comply with the Animal Care and Control Procedures and Operations manuals.
- Complete animal related notices of violation, pre and post-seizures notices, and reports
- Investigate complaints regarding vicious or stray dogs, injured animals, and animals suspected of having rabies; quarantines biting animals.
- Maintain files and follows up on all reported bite cases in the Village.
- Investigate cases with regard to animal cruelty or neglect and barking dogs, and animal bites
- Issue citations for code violations, prepare reports and records
- Appear in court to testify and present evidence regarding violations of animal regulations and codes,
- Collect license, redemption, owner-turn-in, and other fees from the public. Patrol the Village and impound stray, unlicensed, injured, sick, or dead animals and delivers them to animal shelter or temporary holding facility.
- Safely operate and maintain animal control vehicles
- Utilize a variety of animal control devices and equipment including leash, muzzle, traps, catch pole, and radio.
- Clean and disinfect kennel areas, equipment, and vehicles.
- May be on standby call and respond to emergencies on weekends, holidays, and off-duty hours.

MINIMUM QUALIFICATIONS: Education, Training and Experience Guidelines: High school diploma OR GED equivalent. Knowledge of at time of appointment or within 12 months:

- Dog breeds, animal diseases, and symptoms.
- Safe and efficient methods of handling dogs and other small animals.
- City geography and street locations.

SKILLS IN:

Providing excellent, professional, and efficient customer service to the public.

- Communicating clearly both verbally and in writing; Preparing clear, organized, and thorough investigative reports.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Understanding and enforcing ordinances, policies, and procedures related to a variety of City ordinances and state laws related to animals.
- Communicating via two-way radio and telephone; operating a computer and various programs; and maintaining records.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, law enforcement agencies, community groups, and the general public.
- **LICENSE AND CERTIFICATION REQUIREMENTS:** Must possess a valid Illinois driver’s license upon hire and maintain throughout the length of employment with the Village of Glenwood

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: Work is performed in a variety of environmental conditions. Both indoors and mostly outdoors, with exposure to wide temperature variations, fumes, odors, and dust. Occasional exposure to hazardous work conditions including contact with snakes, potentially wild, dangerous, and diseased animals; work performed in streets and highways to remove stray or dead animals. Incumbent must be able to see and hear in the normal range with or without correction. Should be able to respond to emergency calls.

Department/Division Approved By: _____ Date: _____

Village Administrator: _____ Date: _____