

**City of Worthington
Community Service Officer/Animal Control
Position Guidelines**

Job Title: Community Services Officer/Animal Control **Classification:** Non-exempt (4)
Division: Public Safety **Date Approved:** 11/26/2018

SUMMARY

Performs technical and administrative duties related to code enforcement and other support services for the City as assigned. Works under the direction of the Public Safety Department and maintains a tactful, open line of communication with the public.

ACCOUNTABILITIES

Reports to: Police Captain

Supervises: Has no regular supervisory responsibility

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols the City and enforces City Ordinances pertaining to code enforcement such as, but not limited to junk/abandoned vehicles, solid waste complaints of messy yards and garbage, weed and grass complaints, ice and snow violations, and public nuisance issues. Coordinates and clarifies code violations with Police Captain and/or City Attorney. Responsible for follow-up to ensure violations are corrected.
2. Investigates violations of animal control ordinances, including but not limited to animals running at large, animal cruelty, barking, bites, property damage, or injuries. Oversees quarantine of biting domestic animals. Issues warnings and/or citations and appears in court to testify as necessary.
3. Manages the boarding, release, relocation and/or euthanizing of impounded animals.
4. Patrols parking areas located within the Downtown Parking Assessment District. Issues tickets for overtime violations, issues summons/complaints for tickets not paid within the required time period.
5. Assists the City Community/Economic Development Department to administer and enforce the rental housing ordinance to ensure that all rental housing units in the City are adequate for protection of public health, safety and general welfare.
6. Accurately reports investigative facts orally and in written form using electronic media as well as pen and paper.
7. Works with City Attorney to enforce by criminal complaint and makes court appearances as required.
8. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

9. Maintains contact with police supervisory personnel to coordinate investigation activities and provide mutual assistance during emergency situations.
10. Additional duties as assigned may include but are not limited to maintaining department equipment, supplies, and facilities; serves on committees as directed.
11. The foregoing statements describe the principal functions of this position, but shall not be construed as an exclusive listing of all inherent requirements for the position.

EQUIPMENT

1. Motorized vehicles, animal capture equipment, computers, radio equipment, copy machine, fax machine, camera, video equipment, audio recording equipment, and telephone.

PHYSICAL DEMANDS

1. 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.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
3. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- I. 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.
2. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet and/or humid conditions. The employee may occasionally be exposed to dangerous or diseased animals, trash and garbage.
3. The noise level in the work environment is usually moderate.

JOB REQUIREMENTS

1. Minimum Qualifications:
 - a. Education: High school diploma or a GED, two years of U.S. vocational or technical school in related field.
 - b. Experience: One year in enforcement type position in the U.S.

2. Desirable Education and Experience
 - a. Education: Two years of U.S. vocational or technical school in related field and/or MN POST Board licensure.
 - b. Experience: Three years in enforcement type position in the U.S.
 - c. Training and/or experience handling domestic and wild animals
 - d. Language: Bilingual - English/Spanish

3. Certification Required
 - a. Must have and maintain a valid Driver's License.
 - b. Must be a U.S. citizen or naturalized citizen

The position guidelines do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change.