

Isle of Wight County, Virginia

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Chief Animal Control Officer

Department: Sheriff's Office

Pay Grade: 205

FLSA Status: Non-Exempt

JOB SUMMARY

The Chief Animal Control Officer manages, as well as performs, duties that provide services to and support the control and protection of domestic animals throughout the county. This is accomplished by enforcing animal laws and by providing welfare services to domestic animals that are stray, surrendered, or seized within the county and its towns. This position reports to the Sheriff within its Animal Services Division.

ESSENTIAL JOB FUNCTIONS

- Manages the Animal Services Division staff under the direction of the Sheriff or designee.
- Functions as a "lead worker" in Animal Services, by assigning, instructing, and checking the work of the Deputy Animal Control Officers and, in conjunction with the Shelter Manager, all other shelter employees and volunteers, while also performing the same work duties as the Deputy ACOs and all other shelter staff.
- Works in conjunction with the Shelter Manager to ensure the operation and maintenance of the animal shelter.
- Monitors compliance with local and State codes, laws, regulations, and procedures pertaining to the humane treatment of shelter animals.
- Keeps records of meetings, maintains inventory, certification records, and attends training on animal laws and shelter operations.
- Enforces the animal laws of the state, county, and towns within through investigations, trapping, receiving complaints, and picking up stray animals.
- Prepares reports and case files to document investigative efforts, collects evidence, prepares charging documents, and provides court testimony.

- Prepares and submits reports to the various state regulatory agencies as required.
- Liaisons with various domestic and wild animal rescue groups.
- Supervises and trains subordinate employees in procedures, work practices, equipment usage, safety, and record keeping.
- Promotes and maintains a safe and healthy work environment free of recognized hazards in accordance with County policy.
- Maintains knowledge of equipment use including animal traps, catch poles, radios, safety equipment, and standard office equipment.
- Functions as standby for emergency calls from dispatchers, completes paperwork for shelter animals.
- Fills in for animal shelter personnel on leave as needed.
- Accepts, receives, collects, processes, and documents payments.
- Performs routine inventory/property management.
- Makes recommendations that impact the budget.
- Prepares the budget for the division.
- Manages the budget within assigned unit/division.
- Exercises purchasing authority up to \$3,000 without approval from supervisor.
- In conjunction with the Shelter Manager, plans and participates in public events that promotes the adoption of shelter animals
- In conjunction with the Shelter Manager, plans and prepares various media releases for the promotion of adoptions, animal welfare, and animal safety
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a High School Diploma.

Three (3) years of work experience as an Animal Control Officer, Law Enforcement Officer, Shelter Manager or any combination thereof.

Management experience and/or training.

Ability to operate a large motor vehicle (van, pickup truck); towing utility trailers

Licenses or Certifications:

Virginia Driver's License

Animal Control Officer Certification (or otherwise obtain within 12 months)

Euthanasia Certification (or otherwise obtained within 12 months)

Must possess or be able to obtain all other required certifications deemed necessary

Special Requirements:

- Successfully pass a pre-employment background check.
- Have no disqualifiers that prevents the possession/carrying of a firearm.
- Become proficient with and maintain DCJS qualification with firearms that may be used for personal protection and humane dispatch of severely injured wild animals; as guided by Sheriff’s Office policy, procedures, and guidelines.

Knowledge, Skills and Abilities:

- Knowledge of animal control laws, shelter operations and personnel practices.
- Knowledge of Virginia Department of Agriculture and Consumer Service’s animal care mandates.
- Skilled in the use of a variety of office equipment including computer-driven work processing, spreadsheet, and file maintenance programs.

PHYSICAL DEMANDS

The work is heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Requires the use of fingers, crouching, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

Isle of Wight County Sheriff’s Office has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Sheriff or designee Signature

Date

E.O.E. *Isle of Wight County and Isle of Wight County Sheriff’s Office does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*