GARDEN CITY POLICE DEPARTMENT

JOB ANNOUNCEMENT

Animal Control Officer

Department: Police Department
FLSA Status: Non-Exempt
Reports To: Patrol Commander/Sergeant
Scope: Department/Office
Pay Grade/Wage: 7 (Starting $16.78-$18.00 DOE)
Status: Part Time/At Will
Hours: 25 hours per week + some benefits
Shifts: 4 days a week
Open: August 26, 2019
Closing: Until Filled
Projected Date of Hire: TBD

GENERAL STATEMENT OF DUTIES:
Animal Control Officers perform patrols and investigative municipal animal code enforcement work focused on the protection of animals and the public. This will be accomplished primarily through enforcement and education. Animal Control Officers are responsible for the protection and care of at-large animals in Garden City or in our care.

PRIMARY JOB RESPONSIBILITIES:
The principal function of an employee in this class is to investigate state and local laws and ordinances, respond to calls for the protection of animals and the public, conduct public municipal ordinance and non-criminal investigations, and issue citations for animal control violations. Duties normally consist of activities in the City on an assigned shift.

OTHER DUTIES AS ASSIGNED:
Animal Control Officers may be delegated to conduct other duties in the furtherance of the police department’s mission to include but not limited to: traffic control, as well as assignments in specialized areas such as neighborhood services, community services, evidence collection, or other assignments.

Work is performed under the general direction of a mid-level manager. Considerable latitude is granted to the employee, with periodic performance audits and routine evaluations. The principal duties of this class are performed in both a general office environment and an outdoor environment that may include exposure to adverse weather conditions and potential personal danger.

ACCEPTABLE EXPERIENCE AND TRAINING:
1. High school diploma or GED equivalency is required; and
2. At least one year experience in law enforcement or animal care or U.S. military services is preferred; or
3. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
4. Strong desire to care for animals.

Committed to S.E.R.V.I.C.E
Safety, Excellence, Respect, Valor, Integrity, Community, Empathy
REQUIREMENTS:

- This will be a competitive position and candidates will be subjected to written testing and/or oral board interviews.
- Successful Applicants are required to pass a comprehensive background investigation, which includes:
  1. Criminal Background Check
  2. Driver’s License History Check
  3. Drug Screening
  4. Polygraph Examination
  5. Psychological Examination

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed throughout the city/ in the office/ or as assigned.

BENEFITS:

- $250 annual clothing allowance
- Competitive annual performance-based increases as approved by the City Council
- Vacation and sick leave
- Additional city benefits

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the primary job responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Garden City is an EEOC employer.

HOW TO APPLY:

Applications available online at [www.gardencitypolice.org](http://www.gardencitypolice.org) or in person at the Garden City Police Dept., 301 E. 50th Street, between 8:00 AM and 5:00 PM (MST) Monday-Friday.