ANIMAL CONTROL OFFICER II

SALARY: Salary Range – E

REPORTS TO: Department Supervisor/Director

GENERAL RESPONSIBILITES:

Under general supervision, the Animal Control Officer II oversees the daily operations of the Animal Control Division, provides lead direction and training to Animal Control Officer I and support staff, and ensures compliance with applicable laws and regulations. This position performs complex field and investigative work, prepares and maintains detailed records and reports, manages facility operations, and serves as the City's primary resource on animal control matters.

DISTINGUISHING CHARACTERISTICS:

Animal Control Officer II is distinguished from Animal Control Officer I by its greater responsibility for leadership, program oversight, and independent judgment. While both classifications perform animal control fieldwork, the Officer II has lead responsibility for scheduling, training, evaluating staff, coordinating with other departments and outside agencies, and handling the most complex or sensitive cases. This classification also assists with budget preparation, policy implementation, and serves as the primary liaison with the community and law enforcement partners.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to, the following:

- Provides lead direction, training, and performance evaluation for Animal Control Officer I and volunteer/community service workers.
- Oversees daily operations of the Animal Control Facility, including staffing, scheduling, sanitation, disease control, and humane animal care.
- Serves as lead investigator for complex or sensitive cases, such as animal cruelty, neglect, or dangerous animal incidents; prepares case files and testifies in court.
- Responds to and resolves escalated complaints from the public, City Hall, or other agencies.
- Prepares, reviews, and maintains records, reports, and statistical data related to animal control activities, trends, and enforcement outcomes.
- Assists in the preparation and monitoring of the annual Animal Control budget; reviews expenditures and approves requisitions for supplies and equipment.
- Ensures compliance with applicable Federal, State, and City laws and ordinances; provides guidance to staff regarding enforcement and investigative procedures.
- Serves as liaison with law enforcement, community groups, schools, and other agencies; conducts community education and outreach on responsible pet ownership, licensing, and public safety.
- Maintains and ensures proper use of departmental vehicles, equipment, and supplies.
- Performs other related duties as required in support of departmental operations.
- Performs other related duties as assigned to support the operations of the Animal Control Division.

May be assigned flexible work hours as needed; other duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge: Supervisory principles, training methods, and performance evaluation. Federal, State, and City laws, ordinances, and regulations relating to animal control, licensing, and public health. Modern investigative techniques, report writing, and courtroom testimony. Physical and behavioral characteristics of common domestic animals and wildlife. Proper care, feeding, and humane handling of animals, including recognition of disease symptoms. Safe and effective use of animal control equipment, including catch poles, traps, and tranquilizer firearms. Principles of customer service and community engagement. Basic budgeting, recordkeeping, and report preparation.

Abilities: Provide leadership, training, and guidance to Animal Control Officer I and other assigned staff. Plan, schedule, and oversee daily operations of the Animal Control Division. Investigate complex or sensitive cases and prepare accurate reports. Communicate effectively, both orally and in writing, with diverse groups and individuals. Exercise sound judgment in stressful or emergency situations. Maintain cooperative relationships with City staff, law enforcement, other agencies, and the public. Represent the City professionally in community meetings, presentations, and court proceedings. Safely capture, handle, and transport domestic animals and wildlife. Operate computers and standard office software for records and reporting.

Education: High School education or equivalent and the ability to read and write at the level required for successful job performance. Five (5) years of progressively responsible experience in animal control, law enforcement, or a related field, including at least one (1) year in a lead, supervisory, or training capacity.

Licenses/Certifications: Must possess and maintain a valid California Drivers License; and Penal Code Section 832 Certification or ability to obtain PC 832 Certification within the probationary period. Experience working with animals is desirable but not required. Driver's license requirements are subject to change based on business necessity.

Position includes a six (6) month probationary period.

Position is Full-Time.

ALL FULL-TIME EMPLOYEES ARE REQUIRED TO HAVE A VALID CONTACT TELEPHONE.
EMPLOYEES SHALL WORK HARMONIOUSLY WITH ALL CITY EMPLOYEES.
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Amended 9/11/2025