

WHATCOM HUMANE SOCIETY - JOB DESCRIPTION

JOB TITLE

Animal Control & Rescue / Field Services Lead Officer/Supervisor – Full-Time

FUNCTIONS

Assist ACO Manager with supervision of Animal Control Officers.
Perform the function of Animal Control Officer.
To participate in the design and implementation of officer training activities. Help ensure the principles, values and objectives of the ACO department and WHS are followed.

DUTIES AND RESPONSIBILITIES:

1. Perform all duties of an Animal Control Officer.
2. When necessary, coordinate with ACO manager the daily work with all officers with the dispatcher to ensure even distribution of work load.
3. Be actively involved with difficult or problem animal control complaints and investigations with officers. Direct appropriate follow-up procedures.
4. Compile numerical and written data for statistical reports as needed.
5. Work with citizens who may have special animal control concerns. Explain reasons for position/actions and the laws governing our actions. Make every attempt to resolve concerns on the part of the public.
6. Supervise enforcement of City, County, and State laws, oversee investigations.
7. Review, proof-read and compile daily ACO reports, including on-call reports.
8. Maintain good cooperation with other government officials/departments, other law enforcement agencies.
9. Assist with dispatching and other department work when necessary.
10. Participate in the implementation of training programs. Supervise training to all animal control officers as necessary.
11. Participate in selection, interviewing, and hiring of new officers.
12. Give feedback to ACO manager of officer annual performance reviews.
13. Review significant animal control or humane cases department manager and with Executive Director as necessary.
14. Assist in the update of standard operating procedures.
15. Work closely with others in a supervisory role to maintain organizational teamwork.
16. Maintain open and regular communication with officers.
17. Performs all duties in a manner that enhances the Society's public image.

QUALIFICATIONS:

1. Minimum 2 years experience working in animal control/humane society agency.
2. Proven experience working in supervisory or management role.
3. Must be in good health, able to pass a physical examination, and lift 50 lbs.
4. Has or can obtain a valid Washington driver's license and a good driving record.
5. Highly motivated toward the welfare and humane treatment of all animals.
6. Ability to work harmoniously with other employees.
7. Extensive experience in working with public.
8. Must be eligible for commission/authorization by Police/Sheriff Dept & Superior Court (background check necessary).
9. Successful attendance/completion of WACA or NACA animal control academy (if needed) within 6 months of hire.
10. Writing skills that are effective and clear.
11. Demonstrate ability to express ideas effectively, both orally and in writing.
12. Ability to perform or obtain training to perform humane euthanasia if necessary and pass all certifications required by this agency in the use of Sodium Pentobarbital and Legend drugs.
13. Have demonstrated, supervisory, teaching and organizational skills. Ability to learn and interpret laws and ordinances governing animal care and control and teach and mentor others.
14. Strong working knowledge of the characteristics and appearances of common breeds of domestic and farm animals. Skilled in handling and care of animals.
15. Knowledge of animal control equipment. Able to load and trailer livestock.

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WORKING CONDITIONS:

Must work irregular hours, shifts, nights, weekends and holidays. Be able to deal with unruly, vicious, and dangerous animals humanely. Be able to deal with a hostile public, a fast paced workload that at times can be stressful. Be able to deal with strenuous physical activity and the emotional drain of the job. Exposure to parasites and infectious diseases.

COMPENSATION:

DOE - plus on-call and overtime pay. Benefits including medical/dental, vacation, sick, holiday pay after successful completion of introduction period.

TO APPLY:

Send resume and cover letter to:

Whatcom Humane Society

2172 Division Street

Bellingham, WA 98226

Attn: Paul Evans, Animal Control & Rescue Manager

Fax # 360-733- 4746

Email: animalcontrolmgr@whatcomhumane.org

NO PHONE CALLS PLEASE.

WHS is an equal opportunity employer.

Please Note: we use E-verify - www.dhs.gov/e-verify

www.whatcomhumane.org

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