

RICHLAND COUNTY ANIMAL CONTROL

JOB DESCRIPTION

First Assistant

GENERAL PURPOSE

Employee is under the direct supervision of the Warden (or the primary officer) and is responsible to assist the Warden in enforcement and education of County ordinances and state laws pertaining to the regulation of animal care and control, diseases, stray, and vicious animals. Employee will assist in the care of the animals under County control that are housed in County facilities. Employee will assume the primary duties of the Warden while she/he is on vacation, taking personal or sick days or otherwise unavailable. Employee will assist in capture, impound, relocate, and dispose of cats and dogs. Employee will assist in investigating animal complaints. Employee and Warden (also considering any other part-time employees or approved volunteers) will schedule their respective work hours so that animals are fed, watered, and inspected at least twice every day, seven days a week. Occupied cages will be inspected and cleaned at least daily, as needed, to provide a sanitary and safe environment for the animals in County occupation. Warden should pre-arrange with employee as to on-call status to handle emergency after-hours calls. **NOTE: EMPLOYEE MAY BE CALLED AFTER NORMAL WORK HOURS TO HANDLE EMERGENCY CALLS. EMPLOYEE WILL HAVE TO WORK SOME WEEKENDS AND EVENINGS.**

SUPERVISION RECEIVED

Works under the direct supervision of the Warden, and indirectly by the Public Safety Committee as an extension of the County Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in overseeing day to day operations of Animal Control.
2. When Warden is unavailable, employee will supervise part-time help and volunteers providing services to Animal Control.
3. Employee will assist in maintaining a high level of service with local citizens for Animal Control.
4. Employee will assist in operating the facilities to ensure a safe, sanitary, caring and humane environment as best that can be provided with the County facilities provided, including providing food & water to animals under Animal Control care.
5. Assist in operating, maintaining, and utilizing the animal control buildings, animal control vehicle and animal control equipment (such as a leash, muzzle, traps, catch pole, net, radio, and tranquilizing equipment) and recommend or oversee maintenance, repair and capital improvements.
6. Assist in maintaining grounds, which may include mowing grass and maintaining landscaping.
7. In coordination with and approval by the Warden, particularly when Warden is unavailable, Employee will assist in enforcing State laws and County ordinances by:
 - a. Respond in a timely basis to JEDS Event Reports and/or other requests for emergency assistance.
 - b. Provide assistance to local law enforcement in their calls for assistance related to domesticated animals.
 - c. Investigate dog bite cases called in, prepare findings and report to proper authorities.
 - d. Periodically patrol problem areas based on prior calls and reports.
 - e. Issue emergency quarantine notices.

NOTE: The above duties in #7 will only be assumed once adequate training and experience are achieved.

NOTE: The Warden can only issue tickets and warnings unless prior approval is given by the Public Safety Committee upon recommendation from the Warden.

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Note: Response may require your response after-hours, weekends and holidays.

8. Once approved to do so by the Warden, when Warden is unavailable, Employee will capture and impound dead, sick, possibly rabid, injured, or trapped domestic dogs and cats to assure the safety and health of citizens and animals of the County. Refer other domestic animal (animals other than cats and dogs) calls to other responsible authorities.
9. Once approved to do so by the Warden, when Warden is unavailable, Employee will respond to calls from the public regarding sick, injured, or dangerous animals. Only in emergencies when the Warden is unavailable should you respond to complaints or calls from the Public or law enforcement concerning strays or possible animal abuse.
10. Only upon approval or absence of the Warden, investigate cases of animal cruelty, neglect, abandonment, stray, bites, and barking dogs.
11. Assist in providing for the sanitary disposal of impounded animal carcasses.
12. While performing duties in public or law enforcement setting, a uniform prescribed by Sheriff's office should be worn. Prescribed coveralls should be worn during an emergency call if regular uniform is not readily available. A uniform is not required if working in animal control building if contact with public is not expected. Approved uniforms will be paid for or reimbursed by the County.
13. While in the performance of animal control duties or other County business, only employees or approved volunteers, over 18 years of age, should be allowed in the Animal Control County vehicles, with any exceptions to be reported as soon as possible to the Public Safety committee. **Richland County vehicles are not to be used for personal or non-work related purposes (other than for travel between home & directly to work location). Infrequent personal or non-work use should be reported to Public Safety committee as soon as it occurs.**
14. Assist in maintaining records of daily operations.
15. Provide adequate notice to Warden when time off or vacation is expected.
16. Be accountable to standard operating policies.

PERIPHERAL DUTIES

1. Performs all other duties as assigned.

NOTE: As a County employee, this position is covered by other resolutions and policies of Richland County, unless specifically excluded.

Reviewed and Approved:

_____	Signed _____	_____
Date	Animal Control Warden or 1 st Officer	Print Name

_____	Signed _____	_____
Date	Animal Control Employee	Print Name

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EXPECTED DUTIES AS DIRECTED BY WARDEN:

1. Clean every unsanitary kennel (occupied or unoccupied) as needed or at least daily.
2. Change paper or soiled litter in occupied cat or other small animal cages at least daily.
3. Clean and sanitize water and food pans every day.
4. Feed and water all animals at least twice per day.
5. Arrivals should be scanned for microchips and that card or report is completed and given to Warden.
6. Inspect cage for cleanliness for new arrivals.
7. Assist in giving animals injections or other testing.
8. Notify Warden immediately if impounded animals show a change in demeanor.
9. Take all trash to dumpsters daily.
10. Review food stocks daily and notify Warden if stocks are low.
11. Clean and treat animals and or cages as needed to reduce or eliminate fleas
12. Keep all floors clean and dry.
13. Assist in cleaning windows, walls, doors, fans, etc., to improve appearance and sanitation.
14. Assist in cleaning lights and changing bulbs as needed to ensure lighting is sufficient.
15. Keep furnace clean and assist in changing filters as needed.
16. Assist in keeping property, inside and outside, clean, picking up litter to maintain a proper appearance for the public.
17. Be sure buildings are locked and secure prior to departing.
18. Assist in keeping County vehicles clean and nice appearance, inside and out.
19. If emergency assistance is needed, contact Richland County Sheriff or Olney City Police.
20. Assist in Euthanasia as needed.
21. Greet people and see if they need any assistance. However, the public should not be allowed in the dog or cat cage areas unless by invitation by you or the warden and only for possible adoption or pre-approved as a volunteer to assist in daily duties. Great care should be taken when in cage areas.
22. When taking a call from public, write down all calls, reason for call and how resolved, if applicable.
23. Any problems noted should be reported to the Warden. If you are concerned that Warden is not addressing a serious issue, then you should contact a member of the Public Safety committee or any Board member.
24. Any other duties as assigned by Warden.