



LEAD ANIMAL CONTROL OFFICER

Small Animal Control Program
Department of Health & Human Services

Reports To: Public Health Compliance Officer
Salary/Hourly Range: 37
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 05/01/2021

INTRODUCTION

This position is responsible for performing work associated with Ordinance #61- Hopi Small Animal Control. Incumbent shall support and uphold the mission, regulations, and policies of Ordinance #61. Incumbent will work with and under the supervision of the Public Health Compliance Officer to independently implement a Scope of Work (SOW) approved by the Small Animal Control Advisory Board.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Interact with residents of the Hopi villages/communities, the outside public and non-tribal entities to improve the health and safety of animals and humans.
- 2) Attend Small Animal Control Advisory Board, Standing Committee, village and/or administrative meetings to provide reports or assist with operational activities.
- 3) Develop and implement annual Program Goals and Objectives within the SOW.
- 4) Seek and apply for supplementary funds to sustain the Small Animal Control Program.
- 5) Prepare quarterly written and verbal program reports, submit to supervisor, appropriate agency or Hopi Tribal Council as required.
- 6) Provide oversight and direction to the Animal Control Officer.
- 7) Review the Animal Control Officer's reports on all incidents and actions and document final outcome.
- 8) Conduct investigations of reported violations of Ordinance #61.
- 9) Communicate and consult with the Hopi Law Enforcement officers regarding citations issued in violation of Ordinance No. 61.
- 10) Establish a working relationship with the Indian Health Services, Office of Environmental Health regarding animal bites and rabies quarantines to safe guard animals and public.
- 11) Receive reports and records of all incidents/actions regarding animal and owner contacts.
- 12) Set up a database for entering daily records and statistics and protect confidential information.
- 13) Enforce guidelines and policies for maintaining a high standard of care and welfare for animals held in shelter kennels operated by the program.
- 14) May participate in or consult to arrange euthanasia of animals.
- 15) Work with village/community administrations to develop their own animal control guidelines/plans.
- 16) Develop brochures for providing education/information for the public regarding Ordinance Enforcement Policies (violations, citations, penalties, etc.).
- 17) Perform other duties as assigned by the Public Health Compliance Officer or Animal Control Advisory Board to achieve Tribal/Program goals and objectives.
- 18) Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within and outside the immediate work area, Indian Health Service personnel, related agency personnel, villages, organizations and Tribal, County, Federal, and state agencies.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Work is mostly performed outside where employee is exposed to varying weather conditions and non-traditional work hours. Physical exertion will be required in capturing fleeing and resisting animals. Physical effort is required in lifting/carrying injured/deceased animals and equipment. Good physical condition is required. Employee may risk physical hazard from animals that are vicious and/or diseased resulting in bodily harm. Exposure to vector-borne diseases, hazardous material/chemicals, animal fluids, sharp objectives, traffic, weapons, etc.

MINIMUM QUALIFICATIONS

Education: Associated Degree in Animal Sciences, Veterinary Sciences or any closely related field;

AND

Experience: Two (2) year's work experience with small animals;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of animal behavior and handling.
- Use of safety equipment.
- Knowledge of symptoms of common animal diseases.
- Knowledge of occupational hazards and safety precautions of working with domestic and wild animals.
- Knowledge of operational elements of animal shelters.
- Knowledge of Hopi Ordinances related to animal or wildlife.
- Knowledge of basic office, clerical and computer skills.
- Good public relations skills.
- Problem solving skills.
- Reading and writing skills.
- Skill in use of related tools upon proper training (catch pole, net, live traps, bite sticks, etc.).
- Skill in attention to details such as names, faces, incidents.
- Ability to maintain calm in emergency situations, when faced with critical injuries and public harassment.
- Apply principles and techniques of prevention, investigation, apprehension, rules of evidence and other aspects of Animal Control.
- Ability to analyze situations quickly and objectively in recognizing potential dangerous situations and determine proper course of action.
- Skill and ability to present evidence in court effectively.
- Ability to interpret and explain policies and procedures to animal owners.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have been convicted of misdemeanors at the local, state or federal level within the past five (5) years of application.
- 6) Must not have any felony convictions on drug use and must not be on probation.
- 7) Must complete annual immunization and physical wellness exams.
- 8) Must completed training from National Animal Control Association & IHS Rabies 101 with one (1) year of employment.
- 9) Incumbent will be required to obtain certification in other areas related to performing duties as deemed necessary.

DESIRED REQUIREMENT

Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in Hopi, and English languages as a condition of employment.