Job Posting
THE CITY OF MIDDLEBURG HEIGHTS

JOB TITLE:	Animal Control Officer
DEPARTMENT:	Police Department
IMMEDIATE SUPERVISOR:	Police Chief/Designee
JOB CLASSIFICATION:	Full-Time (Non-Exempt)
PAY GRADE:	24

The City of Middleburg Heights is currently hiring a full-time Animal Control Officer.

General Duties:

Under general direction of the Police Chief or his or her designee, the Animal Control Officer is responsible for promoting and protecting the health, safety, and welfare of animals in the City of Middleburg Heights. The position responds to animal-related calls, enforces applicable City ordinances and state laws, participates in legal proceedings involving animal welfare, safely captures and transports stray animals, supports shelter operations and humane care, investigates complaints, maintains accurate records, and provides education and assistance to residents. This role is also responsible for performing humane euthanizations and following all laws, ordinances, regulations, and best practices for the process. The Animal Control Officer must also remove any and all roadkill (deer, skunk, raccoon, etc.).

Responsibilities include, but not limited to: maintaining relationships with vendors, residents, other departments, and coworkers; responding to complaints and service calls and following up with residents; making recommendations to residents and businesses to resolve those animal issues; safely capture, restrain, remove, and transport animals within the scope of City policy and applicable law; enforcing applicable City ordinances and Ohio laws concerning animal control, licensing, confinement, nuisance conditions, and animal welfare; investigating animal bites, attacks, cruelty, neglect, and related complaints; gathering evidence; preparing reports; and coordinating required notifications; issuing warnings, notices, citations, or complaints as authorized; preparing case files; and providing testimony in Mayor's Court or other courts and administrative proceedings; providing or coordinating basic care and/or veterinary attention for animals in City custody as needed; maintaining, repairing, and checking traps and capture equipment; capturing reported nuisance animals and releasing them on-site or humanely euthanizing them according to applicable law; removing any and all roadkill (deer, skunk, raccoon, etc.); scanning animals for identification, researching ownership information, contacting owners, and supporting reunification whenever safe and lawful; maintaining complete and timely logs, reports, photographs, evidence, notices, receipts, and inventory records using the appropriate paper and/or electronic systems; working in a cooperative way with the staff of the Middleburg Heights Animal Shelter; providing care to animals on police holds at the Animal Shelter, including providing food, water, exercise, and enrichment; and performing other duties as assigned.

Qualifications:

Applicants must have a high school diploma or GED; a valid Ohio driver's license with an acceptable driving record; field experience and technical knowledge with an emphasis on safety; and at least 3 years' experience performing animal control functions or related education and experience. This role also requires experience interpreting ordinances, preparing enforcement reports, handling evidence, and testifying in court; knowledge of habits of domestic and wild animals including, but not limited to, dogs, cats, raccoons, skunks, squirrels, ground hogs, deer, etc.; and knowledge and experience providing animal safety. The candidate must have the ability to provide professional and courteous service to the public. He or she must also have the ability to apply euthanasia procedures and provide safe and secure storage of euthanasia drugs. The incumbent must attend any and all animal-control training courses required by the City, the State, the Department, and/or any relevant licensing or enforcement agency, including any courses regarding the use of specialized animal-control equipment or the implementation of animal-control procedures. He or she must also possess and maintain any and all animal-control certifications required by the City, the State, the Department, and/or any relevant licensing or enforcement agency.

Ideal candidates will have National Animal Control Association Level I, II, III certification; be a licensed Veterinary Technician; and/or have completed post-secondary coursework or training in animal science, criminal justice, public safety, veterinary technology, or a related field.

The Animal Control Officer must have the ability to work independently and make sound decisions under pressure with attention to details and safety awareness. Excellent record-keeping and problem-solving skills are required. Applicants must also possess strong reading, writing, and oral communication skills. Eligible candidates must be very organized with the ability to complete tasks and paperwork in a timely manner, maintain high productivity levels, and manage several different tasks.

The Animal Control Officer must meet the knowledge, judgement, fitness, and skill requirements necessary for the position throughout his or her employment.

The Animal Control Officer must be able to maintain flexible work hours.

Send Resume To:

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