

Duties and Responsibilities (continued)

- Identifies collaboration opportunities and community resources to enhance public outreach.
- Conducts presentations and community meetings to educate the public, address concerns, and provide ordinance-related information.
- Coordinates Animal Services Officers/Specialist with other entities, such as area non-profits and Neighborhood Associations.
- Implements goals, objectives, policies, procedures, and work standards for the division.
- Responds to emergency situations, such as Animal bites, dangerous animals, neglect or cruelty cases, unsanitary living conditions, or hazards to animal or the public welfare. May direct emergency seizure of animals, obtain search warrant or guide immediate remediation of the issues found to the animal services officer/specialist.
- Assists with in-depth investigations of serious or ongoing cases, including abuse, illegal breeding, operations, or dangerous dogs at large.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:
Municipal animal health and safety ordinances, codes, and regulations applicable to environmental health.
Laws and regulations governing licensing, impoundment, quarantine, cruelty investigations, and human care of domestic, exotic, and wild animals.
Safety principles and practices applicable to animal handling, seizure and transportation.
Investigate methods including evidence collection, witness interviewing, and preparing cases for prosecution.
Ability to:
Plan and supervise the work of assigned technical assistants and other staff.
Enforce public health and regulatory ordinances, codes, and regulations tactfully, firmly, and impartially.
Make technical inspections to arrive at independent decisions based on such inspections.
Make clear and concise reports and recommendations.
Establish and maintain satisfactory relationships with the public, animal owners, stakeholders and operators of businesses.

Education and Experience

Accredited Bachelor's degree and two (2) years of progressive work experience in an animal health and safety, health and safety inspection, neighborhood/community assistance or enforcement field.

OR
Associates degree and four (4) years experience in animal health and safety, health and safety inspection, neighborhood/community assistance or code enforcement.

OR
High School Graduation or equivalency and six (6) years experience in animal health and safety, health and safety inspection, neighborhood/community assistance or code enforcement.

Certificates/ Licenses/Special Requirements

- Must possess a valid State issued driver's license in accordance with the City of KCMO policies.
- Must obtain advanced certification as an Animal Control Officer II through MACA, NACA or another approved program within the first 6 months of appointment.
- Must possess or be eligible to obtain required Security License Type A from the Kansas City, Missouri Police Department.
- Will be required to pass a preemployment drug screen
- Must pass a physical examination as prescribed by the City.

- Must be able to lift 50 pounds to chest height or 100 pounds with assistance, work in hazardous and extreme weather conditions, and handle animals with unknown or aggressive temperaments.

**Supervisory
Responsibility**

Supervision is exercised over assigned personnel.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

Revised

8/94, 8/00, 9/01, 9/06, 01/10, 4/25