



City of Kansas City, Missouri Job Class Specification

Job Title: ANIMAL SERVICES
SPECIALIST

Department: NSD

Job Code: 3224

Status: NONEXEMPT

Grade: L-7

Summary

This is a senior level technical field position responsible for enforcing the City's animal welfare ordinances, public safety laws, and health regulations. Employees in this class conduct complex investigations, respond to emergency situations, and provide mentorship to Animal Services Officer.

Animal Services Specialist requires advanced knowledge of Chapter 14 of the City Code, sound judgment in high pressure fieldwork, and leadership in public education efforts. While general supervision is provided, Officers at this level are expected to be subject matter experts and stay current with evolving best practices and legal interpretations relevant to animal services enforcement.

Duties and Responsibilities

- Responds to calls regarding violations of Chapter 14 "Animals" of the City Code, including reports of biting, vicious, stray, injured, ill, rabid, or unlicensed animals.
- Controls, apprehends, and transports animals in a humane manner, using industry-accepted methods and safety protocols.
- Utilizes specialized tools such as projectile capture equipment and live traps to manage high-risk field scenarios.
- Conducts thorough investigations of complex or serious infractions, including ongoing neglect or abuse, illegal breeding operations, and uncontained dangerous animals.
- Performs follow-up inspections for quarantined, dangerous, or seized animals to verify ongoing compliance and ensure public safety.
- Issues animal-related permits in accordance with City ordinances and Division procedures.
- Researches and identifies responsible parties (individuals or business entities) using public records, licensing information, and skip-tracing techniques.
- Prepares and submits detailed reports and documentation in support of legal actions; collaborates with the City Attorney's Office on prosecution of ordinance violations.
- Issues citations, warnings, and warrants; appears in Municipal, State, and Federal Court, as well as administrative hearings, as a prosecution witness.
- Responds to emergency incidents involving animal attacks, abuse or cruelty, unsanitary living conditions, hoarding, and animal-related hazards requiring immediate legal action, seizure, or relocation of animals.
- Conducts public outreach presentations and community meetings to educate the public and promote voluntary compliance with City ordinances.
- Mentors and trains Animal Services Officer staff in field procedures, investigative techniques, ordinance interpretation, and case documentation.
- Uses the City's case management system to ensure timely, accurate tracking of calls, investigations, and enforcement actions.
- Coordinates with supervisory staff and partner agencies on community outreach and public safety initiatives.
- Maintains assigned vehicles and equipment, including routine checks, cleaning, and restocking of field tools.
- Maintain a varied work schedule to include overtime, weekends, on-call shifts and staggered start times to accommodate a 24-7 operation.
- Performs other related duties as assigned.

Technical Skills

- Expert knowledge of Chapter 14 of the City Code and its application in court.
- Skilled in humane animal capture and handling, with a strong understanding of zoonotic disease recognition and prevention.
- Proficiency with enforcement equipment, including projectile tools, bite sticks, live traps, and personal protective equipment (PPE).
- Strong research ability using online databases, property records, and corporate filings.
- Excellent written communication for legal documentation and testimony.
- Professional and tactful when interacting with pet owners, the general public, and partner agencies in high-stress situations.
- Proficiency in case tracking software and other digital tools used in field reporting and legal preparation.

Education and experience

Accredited Bachelors Degree

OR

Associates degree and two (2) years experience in Animal health and safety, health and safety inspection, neighborhood/community assistance or code enforcement.

OR

High School Graduation or equivalency and four (4) 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.
- Must possess or be eligible to obtain the required Security License Type A from the Kansas City Police Department.
- Must possess certification as an Animal Control Officer II through MACA, NACA or an equivalent approved by the Animal Services Division Manager within the first 6 months of appointment.
- Must pass a physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- Must pass a background check as proscribed 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

None

Supervisory 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

4/2025

Revised