



City of Ames  
**Animal Control Officer, PT (less than 20 hrs)**

<b>SALARY</b>	\$22.65 - \$30.44 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Less than 20 hours/week	<b>JOB NUMBER</b>	24-2311-01
<b>DEPARTMENT</b>	Police	<b>OPENING DATE</b>	06/26/2024
<b>CLOSING DATE</b>	7/10/2024 12:00 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	PPME	<b>RESIDENCY REQUIREMENT?</b>	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is in looking to fill an opening for a part time Animal Control Officer position with the Animal Control division of the Police Department. Under general supervision of the Animal Control Supervisor, this position performs duties related to the enforcement of city and state animal control ordinances and regulations, while also performing other related work as required.

This position is part-time (15-19 hours per week) with rotating weekly schedule as follows:

#### Week One

Friday - 2pm to 8pm

Saturday and Sunday - 8am to 5pm

#### Week Two

Wednesday, Thursday and Friday - 2pm to 8pm

This schedule is subject to change as coverage is needed due to influx of animal intake and staffing limitations.

### **Compensation Philosophy:**

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is \$26.5455/hour.

This position is not benefit eligible.

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.***

Applications submitted for this position by the application deadline may be considered for other openings in this classification for up to 6 months.

### **Examples of Essential Job Functions**

Provides quality animal control services to the community, demonstrates excellent customer service, communication and problem solving skills; responds to citizens' calls for assistance with domestic, exotic and wild animals that are lost, found, creating a nuisance or being treated cruelly; mediates between complainants and owners; provides assistance to animals reported as sick or injured; removes animals from places which are difficult to access such as in trees, under houses, on roofs, etc.; provides education to citizens and owners on the humane and responsible care and treatment of animals; files charges and testifies in court in cases of violation of state or local ordinances; maintains records, enters data into a database, searches records for information, generates reports, completes workday activity reports and disposition of animals picked up; performs follow-up investigations as needed. Sanitizes all animal housing areas; vaccinates, deworms and medicates animals as instructed; euthanizes animals; assists in "Lost and Found" activities; provides assistance to, and maintains a good working relationship with volunteers; maintains supply inventory; maintains a clean and organized work environment.

Other Job Functions: Patrols streets to promote safety by reduction of stray animals and noise complaints; locates animals reported to have bitten humans or other animals; tranquilizes animals; retrieves deceased animals; administers medication to animals; opens and closes Animal Shelter as needed; maintains records on other shelter activities; assist in adoptions and performs customer service duties with the public at the shelter.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## Qualifications

### **Education and Experience:**

#### Required:

High School diploma, HiSet, or GED. At least six months of experience in caring for animals in an animal care facility.

#### *Preferred:*

- Currently enrolled in Animal Science, Animal Ecology, Criminal Justice, or related field of study or completion of at least one of these degrees.
- Work experience in animal control or animal shelter facilities. While volunteer experience may be considered, paid regular work experience is preferred.
- Trained/certified to perform, or experience performing, euthanasia by injection on domestic and wild animals.

**Licenses and Certificates:** Possession of a valid driver's license and satisfactory driving history.

### **Knowledge, Skills and Abilities:**

Knowledge of the various species of common animals; knowledge of the characteristics of animal behavior; knowledge of humane animal handling, treatment and care of animals; some knowledge of the principles and methods of medicating and humanely euthanizing animals.

Knowledge of work-related safety standards and procedures and the ability to interpret and follow those standards and procedures.

Skill in the safe operation of a City vehicle; skill in the safe transportation of animals.

Skill in assessing situations to offer and provide best assistance. Skill to provide calm interactions with animals in stressful situations. Skill in offering support and taking appropriate action in a team environment.

Ability to exercise discretion and good judgement in providing efficient, responsive, and excellent animal care services; ability to use good judgment, problem-solving and making sound decisions.

Ability to handle animals humanely and effectively under stressful situations; handle aggressive, sick or injured animals and recognize normal and abnormal behavior and signs of disease or illness in animals.

Ability to effectively communicate and work with a wide variety of people, personalities and emotions; ability to establish and maintain effective working relationships with the public.

Ability to maintain a strong commitment to integrity and fairness; ability to learn applicable city and state ordinances and regulations.

Ability to understand and carry out oral and written instructions; ability to perform the essential job functions in an organized, compassionate and self directed manner.

Ability to use a computer to perform work-related tasks; ability to maintain accurate, complete and up-to-date records.

## Supplemental Information

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, repetitive motions.

Physical Characteristics of Work: Medium work requiring the exertion of up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Vision Requirement: The minimum whose work deals with machines where the seeing job is at or within arm's reach.

Environmental Conditions: The worker is subject to both inside and outside environmental conditions, as well as cold, heat, noise, animal excrement and odors, fumes from disinfectant chemicals, high places, syringes and needles, and medications used with animals. Worker is also in contact with animals of unknown origin that have the potential to bite.

Equipment Used in Performing Essential Job Functions: Police radios, animal control vehicles, mobile telephone, flashlight, first aid kit, traps, feral cat boxes, stretcher, water hoses, various animal handling equipment, pest control products, syringe and pole syringe, needles, snares, net and net pole, muzzles, bite gloves, snake tongs, boots, ladders, pet cages and carriers, litter and litter pans, lead ropes and leashes, disinfectant chemicals, animal food and medication, rubber gloves, broom, mop, squeegee, washer/dryer, food and water bowls, shovel, etc.

Other Equipment: Computer terminal, keyboard, calculator, telephone, digital camera, copy & fax machine, printers, paper forms, keys, a variety of common office equipment such as pens/pencils, file folders and labels, etc. A variety of written materials including, reference materials, policy/procedure manuals, books, maps and various software.

**Selection Process:**

The selection process consists of an evaluation of education and experience; phone interview; on-site interview; and completion of reference checks and a criminal background check, which includes a sex offender registry and motor vehicle record check, fingerprinting, and a pre-employment physical/drug testing. All candidates will be notified by email of their application status.

*\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\**

Depending on the number of qualified candidates, the City may forego phone interviews.

Prior history that may disqualify a candidate includes but is not limited to: criminal background, lack of integrity, dishonest behavior, failure to maintain confidential information, cash management issues, substance abuse of any kind and failure to accurately inventory, log and maintain controlled substance records.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human

Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Agency**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Animal Control Officer, PT (less than 20 hrs) Supplemental Questionnaire

**\*QUESTION 1**

Do you have the equivalent of at least six months regular experience caring for animals in an animal care facility?

- Yes  
 No

**\*QUESTION 2**

Describe your experience caring for animals in an animal care facility.

Please include length of time and location as well as if the experience was paid or volunteer.

**\*QUESTION 3**

Please describe any related work experience you have in animal control or animal shelter facilities.

**\*QUESTION 4**

Are you currently enrolled in Animal Science, Animal Ecology, Criminal Justice or other related field of study? Or, have you completed a degree program in those listed in the prior question?

If so, please include your details here as well as in the education area of your application.

**\*QUESTION 5**

Have you been trained/certified to perform euthanasia by injection on domestic and wild animals?

If so, explain further what you have listed on your application.

**\*QUESTION 6**

Do you have a valid driver's license?

- Yes  
 No

\* Required Question