



City of Aurora JOB DESCRIPTION

TITLE: ANIMAL CONTROL MANAGER
DEPARTMENT: Public Facilities
LABOR GROUP/PAY PLAN: Executive Pay Plan
LOCATION: Animal Control

JOB CODE: 23228
SALARY GRADE: E16
FLSA STATUS: Exempt
EFFECTIVE: 3/15/2023

Definition

Under the general supervision and direction of the Chief Community Services Officer, the Animal Control Manager is responsible for the planning, management, and operations of the Animal Control Division. Responsible for enforcement of Animal Control ordinances, laws, and regulations. Performs related duties as required and outlined in the City of Aurora Animal Control Ordinance Chapter 9.

Physical Demands and Equipment

Performs duties in an indoor office setting. While performing the duties of this job, the employee frequently interacts with animals and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet, with the exception of animal vocalizations. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine.

Essential Functions of the Job

1. Plans, directs, manages, and evaluates the operations and activities of the Animal Control Division. Provides supervision and directions to staff and volunteers.
2. Oversees and assists staff to ensure the Animal Control facility and grounds are properly maintained to preserve a safe, sanitary environment for staff, citizens, and animals.
3. Actively monitors employee performance and provides periodic evaluations.
4. Manages the division employee development program, providing opportunities for employee skills enhancement while ensuring employees successfully complete all required training and are in possession of requisite certifications.
5. Works with staff, stakeholders, and community partners to develop a vision, mission, and comprehensive plan for the division and its programs.
6. Ensures development and implementation of division policies and procedures.
7. Supervises the issuance of summons for violations of applicable laws and ordinances and provides humane sanitary conditions for impounded animals.
8. Investigates and ensures vaccination of all animal bite incidences, and cases of livestock death or injury. Impounds animals where rabies or other contagious disease is suspected.

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9. Actively monitors animal control policy issues affecting the City and its residents on the local, state, national and international level.
10. Responsible for overseeing staff who respond to citizen complaints of animal abuse, “running-at-large” or other suspected ordinance infractions; ensures appropriate action is taken following legal guidelines, when necessary. Attempts to identify and notify owners of lost animals and orders/performs the euthanasia of animals, as necessary.
11. Responsible for the development, administration and monitoring of the division’s budget. Responsible for monitoring and assuring adequate financial controls for fees received for division’s services. Performs regular evaluation of service fees and makes recommendations to the Department Head for needed adjustments.
12. Prepares and maintains requisite records, reports, and files in accordance with State and local law.
13. Performs other duties as required or assigned.

Required Knowledge and Abilities

- Knowledge and ability to understand and enforce applicable state and local laws and ordinances pertaining to animals.
- Knowledge of current scientific, technical, and public policy issues related to animal control services and programs.
- Successful track record of managing financial aspects of a public agency.
- Proven ability to develop and lead workplace teams and achieve measurable results.
- Demonstrated ability to communicate and work with community members and leaders, business leaders, elected officials and other stakeholders on animal health programs and/or policy issues.
- Demonstrated proficiency in oral and written communication.
- Demonstrated proficiency in planning, developing, implementing, and evaluating public programs.
- Skilled practitioner of management in areas such as time management, goal setting, decision making, working under pressure and deadlines, coaching and mentoring staff and supervisors, and complex problem solving.
- Proficient in the use of personal computers and Microsoft Office.
- Requires ability to direct and supervise the activities of subordinate personnel.
- Requires working knowledge of the geography of the City of Aurora.
- Requires a good demeanor and disposition with animals.
- Requires ability to understand and demonstrate compassion for animals.
- Requires possession of a valid Illinois Driver’s License.

Qualifications for Hire

- Requires a Bachelor of Science in Public Administration or Business Management from a four (4) year college or university, or any other combination of education and work experience for managing a public animal shelter.

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- Experience in providing animal control and/or closely related public or community health programs/services.
- Requires a valid driver's license.
- Experience in a local animal control agency, preferred.
- Minimum of three (3) years supervisory experience, preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of ANIMAL CONTROL MANAGER describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date