



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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*Coast Guard City, USA*

*The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.*

## **POSITION VACANCY**

### **ANIMAL CONTROL OFFICER**

**Wage: \$21.28 to \$23.52 per hour DOE/Q**

City and Borough of Sitka seeks a qualified team member to fill the full-time, permanent position of Animal Control Officer. The principal duties of this class are performed in an outdoor environment. This employee also supervises a large volunteer staff. The work is performed under the direct supervision of the Police Chief.

#### **Benefits:**

PERS Defined Contribution Retirement

SBS Annuities program - 6.13% match

Employer Paid Life Insurance (employee and dependents)

Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)

Annual Leave & Sick Leave

Paid Holidays

Floating Holidays

Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed

Eligible for Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity and State of Alaska

PSEA

#### **Tasks:**

- Enforces all local and State animal control ordinances through general control and complaint investigation.
- Investigates complaints, maintains related documentation, issues citations, impounds animals, or takes other appropriate actions as the situation warrants.
- Provides humane live traps to resolve certain animal control situations.
- Maintains financial records on citation, adoption, impound, board and license fees and monies collected.
- Maintains a current and accurate file of lost and missing animals.
- Performs euthanasia on animals according to prescribed guidelines.

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Providing for today...preparing for tomorrow

- Operates and maintains the shelter in a safe, clean and orderly fashion through coordinating the work schedules of unpaid staff and monitoring work performance.
- Develops and implements policies for efficient, effective and community responsive procedures regarding animal control.
- Maintains an adequate inventory of supplies for cleaning and animal care.
- Provides adoption services of shelter animals to responsible homes, including raising the public awareness of this need through media dissemination, screening potential adoptive individuals and providing pet care advice, ensuring all animals are in physical healthy and demeanor conducive to domestic pet situations.
- Teaches humane education classes in local schools and through community organizations.
- Coordinates wild animal situations with the State Department of Fish and Game.
- Provides appropriate care for wounded animals as appropriate and disposes of dead animals according to prescribed guidelines.
- Monitor's maintenance and repair needs of the building.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State Fish and Game officials, business and community organizations, veterinary services, and the public.

**Acceptable Experience and Training:**

- Graduation from high school or possession of a GED.
- Some experience working in a veterinarian hospital or kennel environment.
- Experience in instructing children from the ages of 8 to 15 in performing simple jobs.
- Experience in scheduling work for a staff of 30 or more workers.
- Some experience writing articles for local publications.
- Knowledge of working on web pages and use of digital cameras.
- Experience in preparation of, and working within, a budget.

**Skills and Requirements:**

- Working knowledge of ordinances, laws and regulations governing animal complaints.
- Good knowledge of infectious diseases characteristics and control.
- Good knowledge of record keeping, dispatching and office management.
- Ability to determine disposition of domestic animals and determine best method to capture and handle unrestrained animals.
- Ability to resolve problems and handle complaints from citizens concerning animal control.

- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Submit Application to Human Resources via [hr@cityofsitka.org](mailto:hr@cityofsitka.org). or turn it in to Room 300, City Office Building. **No applications accepted after 4:00 p.m. on Tuesday, June 1, 2021.**