**Animal Control Officer at the City of Kirkland, WA**

**Job Type**

Full-Time Regular

**Salary**

$29.20 - $36.45 Per Hour

**Department**

Police

**Location**

11750 NE 118th St, Kirkland, WA 98034, USA

**OPEN:** 3/12/21  **CLOSE:**  Open Until Filled

The City of Kirkland Police Department is seeking to fill our Animal Control Officer position. We are looking for an outgoing, customer-service oriented individual dedicated to the safety and welfare of animals and their owners.

**Position Purpose**

Performs the full range of animal control services to include enforcement of city codes and ordinances related to the care, control, and licensing of animals within city boundaries.  Enforces applicable state, and city laws and ordinances to protect the safety of the public and the welfare of animals.  Responds to calls and complaints, gathers information, and issues warnings / citations for violations of animal regulations. Locates, restrains, and controls stray or lost animals in a safe manner; transports animals as necessary to animal shelter facility.  Assists in efforts to ensure citizen compliance with City pet licensing requirements.  Serves as key liaison to contracted animal shelter service and external pet licensing company.  Assists in creating a visible community-oriented animal services program which encourages citizen participation and involvement.  Educates and informs the public on animal care and licensing requirements. Work is performed under the supervision of the Community Services Unit Sergeant.

**Principal Accountabilities**

* Responsible for enforcing animal control ordinances and codes; issues warnings and citations. Investigates and resolves complaints and reported problems related to animal control.
* Organizes and prioritizes routine and emergency calls, takes appropriate action or relays the information to the proper authority.
* Contributes to a community-oriented animal services program; encourages citizen involvement and participation.
* Attends and represents Kirkland Police Department at various City and public meetings.
* Transports animals to appropriate shelter and other care facilities as needed.
* Maintains accurate records, files, databases, and statistics related to animal control services; prepares reports for police management.

**Essential Duties**

* Prepares and maintains a variety of files and records.  Writes reports and maintains records of warnings and citations, contacts made, and required follow-ups.
* Answers general animal related inquiries and provides information in regard to available resources such as spay/neuter, rabies vaccinations, pet adoption, feral animals, etc.
* Prepares case reports and presents testimony in Court as needed.
* Enforces City and state animal controls laws and ordinances by patrolling assigned areas within city boundaries.
* Apprehends, controls and confines loose, unlicensed, injured, abandoned or dangerous animals; assesses and evaluates the condition of animals to determine appropriate course of action. Re-unites lost animals to their owners when possible.
* Ensures proper arrangements for severely injured or diseased animals which may include euthanization. Retrieves and properly disposes of dead animals from roads and other public property.
* Transports animals as needed to designated animal shelter facility. Coordinates animal intake process with shelter facility staff.
* Maintains records of animal bites and quarantines. Coordinates with health officials regarding notifications/requirements to affected individuals.
* Helps to plan, organize, and present animal care and control outreach education programs as assigned; assists as liaison with community groups, civic clubs, schools, etc. Education topics may include animal adoption, alternatives to sheltering, licensing requirements and animal services laws and ordinances.
* Participates in the City’s emergency preparedness planning and disaster response efforts; provides assistance in regard to responding to animal related issues and needs in emergency situations.
* Operates, maintains, and sanitizes the animal services department vehicle and other equipment and supplies as needed.
* Enforces other non-criminal city ordinances as needed. Provides parking enforcement duties in areas of the City not routinely monitored by regular Parking Enforcement Officers.
* Assists with other duties as assigned.

**Knowledge, Skills and Abilities**

* Knowledge of methods, equipment, materials and techniques used in animal care, control and restraint, and shelter/housing of animals.
* Ability to effectively navigate Kirkland streets/geography. Ability to read and use city maps and identify property locations.
* Ability to safely and efficiently capture and control animals.
* Ability to utilize cell phone, radio, laptop computer, and other communication devices.  Must be able to operate a camera in order to photograph animals, animal bite victims, and property for the purpose of gathering evidence to support animal control violations.
* Ability to utilize various animal capturing equipment such as nets, leashes, muzzles, traps, ropes, cages, tranquilizer darts, snare poles, etc.
* Skills in records management, maintaining case files, and preparing reports.
* Knowledge of federal, state, and local animal control and licensing laws.
* Ability to use tact, patience, and courtesy in dealing with the public.
* Ability to interact effectively with confused, upset, insulting, and argumentative people in a calm and rational manner.
* Knowledge and identification of various breeds of dogs, cats, and other domestic or wild animals.
* Knowledge of common animal diseases, recognition of disease symptoms and injuries.
* Ability to think and act quickly and appropriately in emergency situations.
* Ability to exercise independent judgment, initiative, and discretion.

**Hours of Work**

Must be available to work 8- or 10-hour rotating shifts. Work schedule may include occasional holidays and/or weekend shift.   Must be available to respond to off-hour emergency callouts.

**Minimum Qualifications**

Graduation from High School or GED equivalent.  Three (3) years of work experience as an animal control officer, or experience in an animal shelter, kennel, veterinarian’s office or similar work environment. An equivalent combination of education, training, and experience may be substituted which would allow the incumbent to successfully perform the essential functions of this position. Must possess excellent written and oral communications skills and demonstrated customer service skills.  Demonstrated computer skills using MS Office Suite (Word, Outlook, Excel) and ability to use police department software programs. Must possess a valid Washington State Driver’s License.  The selection process includes a full background investigation to include CVSA/polygraph, psychological, medical, and background prior to hire.

**Preferred Qualifications**

Previous experience in animal control services desirable.  One year’s experience with enforcement of policies, procedures, ordinances, rules and regulations at local, state, or federal level preferred.

**Licenses/Certifications**

* Chemical Capture Certification, ACCESS Certification, and other related certifications may be required within a specified period after hire.
* Must be able to become certified as an Animal Control Officer by a nationally recognized organization such as NACA (National Animal Control Association) within two years of hire date.

**Benefits**

This position includes a full medical/dental/vision insurance benefit package for employee and dependents with 100% City-paid premiums. Other employment benefits include: Washington State DRS Public Employees Retirement Systems (PERS), 401b Municipal Employee Benefits Trust (MEBT) with up to 6% City matching contribution, voluntary 457 Deferred Compensation plan, Health Reimbursement Account (HRA)/VEBA with City contribution up to $2,400/year, voluntary Flexible Spending Account for Healthcare and Childcare, City paid Employee Assistance Plan (EAP), City paid 2x annual salary life insurance, City paid Long-Term Disability (LTD) Insurance, ORCA Card, on-site work out facility, free employee parking, on-site bicycle storage, paid vacation (starts with 13 days annually), 12 days of paid sick leave accruals per year, and 12 paid holidays per year.

**Working Conditions/Physical Activities**

Work is primarily performed in the field.   Involves driving a department vehicle and working at times in inclement weather.  May be required to walk/run on uneven, rocky, rough ground, or hazardous areas, including in and around moving traffic, and small, cramped areas.  Work includes exposure to unpleasant situations involving cruelty to animals, animal remains, injured or dangerous animals, unsanitary conditions including animal feces. Exposure to disagreement and situations involving conflict, anger, verbal abuse.  Physical requirements include the ability to run, maneuver quickly and apply physical strength in the apprehension and containment of animals, lift and move 5- to 50-pound animals on a routine basis and lift live and dead weight up to 75 pounds without assistance.   Work schedule may include occasional holidays and/or weekend shift.   Must be available to respond to off-hour emergency callouts.   Wears police department approved uniform and related equipment.

**Union Affiliation**

This position is represented by the Kirkland Police Guild; membership options will be provided upon employment.

**Selection Process**

When applying, include a resume’ and a cover letter that fully summarizes how you meet the stated qualifications. Applicants who are invited to participate in the interview process will be notified by phone or email.

**This posting will be open until the vacancy is filled. Our first date of Review will be March 26.  All applications received by this date will receive full consideration.**

**Agency**

City of Kirkland

**Address**

123 5th Ave, Kirkland, WA 98033, USA

**How to Apply**

Applications accepted at: <https://ess.kirklandwa.gov/ESS/EmploymentOpportunities/JobDetail.aspx?req=153&sreq=1&form=BASE&desc=ANIMAL%20CONTROL%20OFFICER>