



CODE COMPLIANCE/ ANIMAL CONTROL OFFICER

Definition:

Under general direction, performs a variety of functions, including municipal code enforcement pertaining to animals, public nuisances, license regulations, zoning, and other applicable codes.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Receives and investigates complaints of code violations and enforces provisions of state and local law to resolve problems.
2. Conducts complex public nuisance investigations and performs abatement procedures.
3. Investigate and document the impoundment of personal property stored in non-compliance situations.
4. Attends meetings and participates in discussions of municipal codes and procedures.
5. Document code and ordinance non-compliance by taking photographs, videos, measurements, and recordings of pertinent information from the parties involved.
6. Issues criminal and administrative citations or initiates paperwork to ensure compliance through the courts.
7. Patrols City for stray, injured, and dead animals, captures and impounds stray, injured, and uncontrolled animals, disposes of dead animals, uses nets, ropes, traps, and other tools to capture and control animals, maintains records of all activities, and compiles reports.
8. Answers questions from the public and provides information as requested concerning code compliance programs and activities.
9. Interprets and educates the public on city ordinances and other applicable codes.
10. Interprets and enforces all City ordinances pertaining to animal care and control. Examines animal licenses for validity and issues warnings, administrative and or court citations to delinquent owners. Investigates complaints of animal bites, dangerous animals, stray animals, and barking dogs.
11. Maintains records, files, and prepares written reports and correspondence.
12. Interfaces with the hearing officer/City prosecutor and makes court appearances, as necessary.
13. Interfaces effectively with state, county, and local agencies.
14. Assists L.A. County Sheriff and homeless outreach coordinator personnel in routine matters.
15. Deals effectively, courteously, and productively with angry and upset customers.
16. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Investigation and coordination procedures.
- Applicable state, county, and local codes.
- Land use laws and regulations.
- General plan and zoning processes.
- Operations and activities of municipal government.
- The handling and care of domestic and wild animals, working knowledge of animal control ordinances and operational procedures.
- Capturing, handling, and retaining animals.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.
- Occupational hazards and standard safety practices.
- Appropriate safety, hazardous materials and fire prevention techniques and requirements.

Skill and Ability to:

- Deal with individuals in potentially adversarial situations.
- Read and interpret municipal and state codes.
- Analyze code violations and recommend remedies.
- Prepare case reports.
- Handle stress.
- Read and interpret construction plans.
- Understand and follow verbal and written direction.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac and PC environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

- Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be education and certification or equivalent as a housing/rehabilitation inspector or, P.O.S.T. certification or experience equal to one year of employment by a public agency as a code enforcement officer, public counter technician, building, housing inspector or animal control officer.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire. CACEO Certified Code Enforcement Officer certification desired, but not required. Arrest, Search and Seizure, and Firearms (Penal Code 832) Certificate is required within one year of employment.

Education:

- Equivalent to completion of a high school diploma.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods and walk long distances.
- Performs lifting, pushing, and/or pulling, which could exceed 100 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work within enclosed spaces or at heights above ground level.
- Required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings and conduct investigations.
- Required to work evenings or weekends, as necessary.