

CITY of AZTEC JOB DESCRIPTION

Job Title:	Animal Care & Control Enforcement Officer
Department:	Animal Care & Control
Shift:	Regular 40 hours per week including weekends. On call required on a rotating schedule and/or may be called in the event of an emergency.
Pay Plan:	Level 10 \$18.17/HR
Exempt:	No
Reports To:	Animal care & Control Director
General Direction From:	Animal care & Control Supervisor
Position Closes:	Open Until Filled

PURPOSE & NATURE OF JOB

The Animal Care and Control Officer is responsible for enforcing all city ordinances and state laws related to the care, control, and humane treatment of both domestic and non-domestic animals. This position ensures the safety and well-being of animals within the community by responding to animal-related complaints, investigating violations, and promoting responsible pet ownership. The Officer is also responsible for the proper care and safekeeping of animals lawfully impounded or left in custody of the Aztec Animal Shelter. This position works cooperatively with other animal control agencies, law enforcement personnel, and community organizations to ensure effective enforcement and public safety. This position will also be responsible for our social media posts, and public education.

ESSENTIAL DUTIES

- Report for duty at designated times and locations in the required uniform.
- Patrol the streets of the City of Aztec to enforce animal control ordinances and promote community safety.
- Educate the public on City of Aztec animal ordinances and responsible pet ownership.
- Respond to complaints and reports of violations involving both domestic and non-domestic animals.
- Issue municipal citations or summons for ordinance violations and appear in court as required.
- Seize animals in direct violation of city ordinances and assess situations to determine if an animal is in imminent danger or distress.
- Administer basic first aid to dogs and cats when necessary.

- Evaluate the health, behavior, and temperament of all incoming animals and document all relevant information accurately.
- Conduct property inspections for individuals requesting animal-related permits.
- Assist with rescue, adoption, and public education programs.
- Handle emotionally challenging and stressful situations with professionalism and composure.
- Remove deceased animals from public roadways safely and respectfully.
- Will trap cats and transport to the Shelter for the Community Cat Program (CCP) and will transport cats back to where they came from and release them back to their home after surgery.
- Must become licensed through the State of New Mexico as a Euthanasia Technician.
- Will be required to humanely euthanize mortally wounded animals and also euthanize healthy adoptable animals due to lack of space, and will euthanize any animal, domestic or non-domestic, that may be a carrier of a contagious disease. Will also be required to euthanize owned animals with the owner in the room and maintain a level of professionalism, respect and empathy.
- Maintain accurate records of all animal intake, care, and disposition.
- Keep the shelter's social media pages updated with information and photos of stray and adoptable animals.
- Take professional-quality photographs to promote animal adoptions and community engagement.
- Develop and implement enrichment plans to support the physical and emotional well-being of animals in care.
- Record detailed behavioral observations in the shelter's computer system.
- Visit local schools and community events to educate the public about animal care and the mission of the Animal Shelter.
- Complete the full animal intake process, including weighing, vaccinating, assigning kennel placement, and entering all intake information accurately into the Chameleon shelter management system.
- Assist in the safe and efficient return of animals to their owners (RTOs).
- Process payments and receipts for RTO transactions in accordance with city procedures.
- Communicate with owners at the time of RTO regarding applicable ordinances, and any observed or documented violations.

RESPONSIBILITIES

Supervision:	Will supervise community service people and volunteers, assuring that detailed records are kept on all Community Service hours worked, and that the information is reported to the correct agency.
Public Contact:	Regular contact with public and/or managers regarding routine administrative or technical matters.
Budget:	N/A

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other: Responsible for developing educational programs and present to children and adults in our community regarding the proper care and dangers of animals.
 Will be required to humanely euthanize mortally wounded animals and also euthanize healthy adoptable animals due to lack of space, and will euthanize any animal, domestic or non domestic, that may be a carrier of a contagious disease. Will also be required to euthanize owned animals with the owner in the room and maintain a level of professionalism, respect and empathy.

Must be able to read and understand city ordinances for enforcement purposes; work independently; write reports; and maintain confidentiality in all aspects of the Animal Care and Control Department.

Will deal with irate citizens on a regular basis.
 Responsible for complying with all rules and regulations of the City of Aztec and the Department of Animal Care & Control.

GENERAL INFORMATION

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. 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.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver’s license.
- Must be 21 years of age and have no felony or misdemeanor convictions or misdemeanor convictions for acts of immoral conduct.
- Must possess basic computer skills.

Education: High School Diploma or G.E.D.

Experience: One year customer service required.
 Experience working in a Shelter or Veterinary clinic preferred.

Knowledge: Knowledge and concern with animals. Knowledge of Animal Ordinances for City of Aztec.

Certificates/Licenses: Must be a Licensed Euthanasia Technician. Must complete training assigned by Supervisors that is pertinent to your position.

Recertification: State Euthanasia Technician every year.

Use of Tools and/or Equipment: Computer, vehicle, power washer, baton, chemical sprays, animal retention devices, chemical immobilization, chemical agents required for the euthanasia process.

WORK ENVIRONMENT

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
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- Physical Demands:** Duties require extreme physical exertion. Will be required to load and unload dead animals, supplies for the shelter and capture or detain domestic and non-domesticated animals. Must be able to lift minimum of 80 pounds.
- Hazards:** Daily exposure to hazards can include bites and/or scratches from both domestic and non-domestic animals. Daily exposure to various chemical cleaning agents.
- Exposures:** Daily exposure to hazards can include bites and/or scratches from both domestic and non-domestic animals. Daily exposure to various chemical cleaning agents.