

**City of Sallisaw  
Job Description**

**Job Title:** Animal Welfare Officer

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**Exempt (Y/N):** No  
**Date:** August 2005

**Department:** Humane  
**Reports To:** Building Development Director

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**SUMMARY**

The incumbent is responsible for handling all aspects of animal control for the city. Operates and maintains the city animal shelter in an efficient and effective manner. Enforces local, state and federal laws regarding animal control and animal cruelty.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Responds to calls regarding animal abuse, animals at large and bite cases, and issues citations as needed.
2. Picks up stray animals.
3. Intake of animals to the shelter, processes adoptions, performs euthanasia and cremation services. Must be able to perform euthanasia and cremation services per City policy
4. Enforces City animal ordinances; patrols city to actively enforce City Ordinances.
5. Works with veterinarians and local health department on rabies cases.
6. Appears in court as needed.
7. Subject to call out after normal operating hours and on weekends.
8. Able to work weekends and after normal working hours as needed.
9. Removes animal carcasses from city streets and yards.

10. Delivers dead birds to health department to be checked for disease.
11. Operates the animal shelter to include cleaning facility.
11. Feeds animals, cleans cages, and provides for the welfare of impounded animals.
12. Assists at rabies clinic in the spring and fall.
13. Enters information into computer concerning owner information on rabies shots/city tags.
14. Visits with schools and clubs concerning animal safety, animal welfare.
15. Appear for scheduled work with regular, reliable, and punctual attendance.
16. Performs other duties as assigned.
17. Required to obtain necessary pre-rabies vaccinations.
18. Must meet the necessary requirements to work with and around controlled drugs.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Incumbent must have genuine love of animals, must be compassionate and dedicated to insuring the humane treatment of animals. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) required. Twelve (12) months related experience and/or training preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from management and the general public.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. Frequent contacts with general public, patrons, or other outside representatives. Must be able to maintain a cooperative working relationship with other departments and personnel of the city. Must be tactful and have the ability to deal professionally and courteously with irate citizens.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have or be able to obtain within six (6) months required certifications from the State of Oklahoma. Must possess a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an 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.

While performing the duties of this job, the employee must have the ability to talk and hear. Must be able to sit for extended periods of time. The employee must be able to smell, stand, walk and run at a moderate pace. Must be able to use hands and fingers to handle, feel and reach. Incumbent must be able to climb and balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions, extreme heat and cold and wet or humid conditions. The incumbent may be exposed to fumes and toxic or caustic chemicals. The noise level in the work environment can be loud, but is moderate most of the time.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of Sallisaw, Oklahoma.

Approved:  \_\_\_\_\_ Date: 12/16/17 \_\_\_\_\_  
City Manager

Modified: 08/25/05; 11/14/2014; 12/5/2019