

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
11**

**DATE LAST PRINTED:
September 14, 2011**

JOB TITLE: SERGEANT/ANIMAL SERVICES

B41N

Summary of Responsibilities

Under direction of the Animal Services Deputy Director, supervises Animal Service uniformed officers and ensures the enforcement of state and local statutes related to animal welfare and rabies control.

Illustrative Examples of Work

1. Supervises assigned shift officers on a daily basis to include training, scheduling, and discipline, with the approval of management.
2. Monitors equipment for the safety and welfare of officers and makes recommendations to the division commander of equipment repairs, replacements or modifications.
3. Reviews assigned officers field activity reports, daily log reports, issued citations and vehicle condition reports on a daily basis.
4. Monitors assigned officers daily activity to assure prompt response to calls for service.
5. Responds to call locations requiring supervisory level decisions.
6. Supervises required administrative responsibilities.
7. Assists field officers in responding to calls for service during peak call volume if needed.
8. Performs all duties in accordance with County policies and procedures.
9. Performs other duties as required or assigned.
10. Regular attendance is required, overtime as needed/scheduled.

Education & Experience

- High School diploma or GED equivalent.
- Associate's Degree or equivalent experience preferred.
- Eighteen months experience in an Animal Control environment preferred.
- Two to three years experience in planning and supervising the work of others preferred.
- Possession of a valid Illinois Driver's License.

Abilities

- Knowledge of State of Illinois, County of Winnebago and local Government laws and ordinances related to animals.
- Knowledge of safety practices concerning the handling of animals.
- Knowledge of all related computer applications.
- Requires excellent verbal and written communication skills.
- Requires the ability to remain calm and decisive under stressful situations. Requires the ability to establish priorities under critical timelines.
- Requires the ability to prepare a complete and accurate/detailed records and reports.
- Must be available and able to work rotating shifts, including nights, holidays, and weekends; work on an on call basis; work irregular job assignments.
- Familiarity of streets, roads, and travel routes within Winnebago County is preferred.
- Must be able to read maps.
- Requires ability to establish and maintain satisfactory working relationships with fellow employees and the general public.
- Requires ability to move up to 75 pounds.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.