



Stephen D. Bear
County Administrator

County Administrator's Office

340 South Sixth Street
Wytheville VA 24382-2598
Telephone (276) 223-4500
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Position: Animal Control & Code Enforcement Officer/Special Police Officer

Department: Animal Control/County Administration

Function: Serves as Animal Warden in the enforcement of the animal laws and as special police officer in the enforcement of State and County litter and blight laws. Responsible for Animal Control and Litter Control which includes scheduling and supervision of animal control and code enforcement staff, operation of the County animal shelter, record maintenance and accountability for assigned budget. This position is exempt from overtime, and will work a rotating on-call schedule with staff. Responsible for Animal Control and Litter Control which includes record maintenance and supervision of the animal shelter.

Shift: Generally day shift, with on-call and call-outs as necessary, unless otherwise scheduled by department supervisor.

Job Content:

Serves under office of the County Administrator and is appointed to administer and enforce State and County Laws.

- Patrols the county both proactively and in reaction to violations of State and County laws regarding animals, litter, property maintenance, blight and other violations which may imperil the health, safety and welfare of the County and its residents.
- Receive complaints from citizens regarding animal and litter violations and investigates accordingly. Investigate and handle situations regarding dog bites as referred by the Health Dept. Respond to calls for service from Dispatch.
- Maintains records of all stray dogs found.
- Enforce dog licensure.
- Writes summonses for violations of animal, litter, property maintenance, blight and other State and County Laws and makes arrests if necessary. Appears in court to provide testimony regarding summonses issued and charges placed. Truthfully testifies in court to the facts of cases in support of charges placed.
- Capture and hold stray dogs while determining ownership, maintaining records of all stray activity.
- House and board animals whose owners cannot be immediately identified; boards sick and vicious dogs; works with rescue partners, animal adoption agencies and individuals to facilitate individual adoptions and out-placements.
- Sets procedures for, applications and records of adoptions, compliant with state code and local ordinances.

- Provides for such veterinary evaluation and care as may be necessary for stray animals; administers such medications and vaccinations as may be required to safely keep, hold and adopt out animals.
- Receives complaints from citizens regarding violations of animal, litter, code enforcement, property maintenance and blight codes and investigates accordingly. Reviews, investigates and resolves situations regarding dog bites and attacks as referred by the Health Department and law enforcement.
- Works with the Virginia Department of Health as needed to detect, test and prevent the spread of rabies, parvo and other blood- and fluid-borne animal diseases and pathogens.
- Monitors and implements state legislative changes to animal control code, procedures, operations.
- Establishes and maintains positive working relationships with rescue agencies, volunteers, law enforcement and town agencies to ensure best outcomes for the highest possible number of animals.
- Investigates all claims for livestock damage.
- Engages in public speaking, public education and public outreach to a variety of public audiences in support of the Department and the County. Attends public meetings as required to meet the expectations of the County.
- Works to maintain the facility's record of low incidences of euthanasia.
- Works with 911 Dispatch.
- Performs any duties designated by the Board of Supervisors or County Administrator not specifically described in this job description.

Education:

Completion of a standard high school course preferred, and one year of public contact experience. Additional experience may be substituted for education on an equivalent time basis. Must earn state certification in animal control. Must engage in relevant continuing education and attend animal control in-services and trainings compliant with state code.

Knowledge/Acceptable Experience:

Good social and general intelligence.

Thorough knowledge of applicable State and Local Laws and law enforcement procedures.

General knowledge of the area in which the regulations apply and boundaries in existence.

Comprehensive knowledge of the tools used in the capture and confinement of animals.

Knowledge of the hazards involved in this profession.

Knowledge of the methods of euthanasia and the approved uses of those methods.

Knowledge of animal ailments and diseases.

Visual and mental ability to read and comprehend laws, regulations, and information.

Overall good physical condition, as the position requires the ability to lift, push, pull, guide and coerce animals into vehicles and trailers for transport, holding and treatment.

Proficient in use of social media.

Special Requirements & Tools:

For the health and safety of the employee, a rabies vaccination will be required, along with other vaccinations for employee health and safety.

The employee will be issued a marked county vehicle and fuel card for use in official duties.

Employee must possess an acceptable and safe driving record.

Demonstrated proficiency in use of firearms, less-than-lethal, and non-lethal deterrents.