

# City of Whitewater

201 S. Elm Street  
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Whitewater, KS 67154  
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## City of Whitewater Job Description

### ANIMAL CONTROL OFFICER

#### POSITION OVERVIEW

We are searching for a dedicated and compassionate Animal Control Officer to join our team part-time. As an Animal Control Officer, you will play a crucial role in ensuring the safety and well-being of animals in our community. You will be responsible for enforcing animal control laws, responding to animal-related complaints, rescuing and capturing stray or injured animals, and educating the public about responsible pet ownership. If you have a passion for animal welfare, strong communication skills, and the ability to handle animals (and their humans) in various situations, we encourage you to apply for this rewarding position.

#### REQUIRED SKILLS

- Ability to safely handle and restrain animals of various sizes, species, and temperaments.
- Excellent verbal and written communication skills to interact with the public, law enforcement, and other agencies.
- Compassion: Strong empathy and compassion for animals and the ability to handle emotionally challenging situations.
- Problem-solving: Effective problem-solving and decision-making skills to resolve animal-related issues and emergencies.
- Physical Fitness: Ability to perform physically demanding tasks, including lifting heavy objects, working outdoors in all weather conditions, and standing for extended periods.
- Time Management: Strong organizational skills and the ability to prioritize and manage multiple tasks efficiently.
- Familiarity with local and state animal control laws, ordinances, and regulations.
- First Aid: Knowledge of basic first aid techniques for animals and the ability to administer emergency care when required.
- Computer Literacy: Help maintain records and registrations.
- Conflict Resolution: Ability to handle conflicts and difficult situations with professionalism and de-escalation techniques.

#### RESPONSIBILITIES:

- Enforce Animal Control Laws: Local & State for the safety of animals and our community.
- Respond to animal-related complaints: receive and respond to complaints from the public, including reports of strays, noise complaints, animal cruelty, and wildlife incidents.
- Capture & Rescue Animals: help animals in distress, including strays or injured animals, transport them to appropriate facilities for shelter and/or medical treatment.
- Conduct Investigations: Investigate reports of animal abuse or neglect, gather evidence, and prepare detailed reports for legal purposes.
- Educate the Public: Provide educational programs and resources to the public about responsible pet ownership, animal control laws, and the importance of spay/neutering pets.
- Provide Assistance & Guidance: Assist residents with animal-related issues, such as lost pets, dangerous animals, or wildlife intrusions, by providing guidance and appropriate referrals.
- Maintain Records: Keep up-to-date records of animal control activities, including reports, citations, and work with city clerk on pet registrations.
- Collaborate with Other Agencies: When needed collaborate with local law enforcement, animal welfare organizations, & vet services.

#### Required Qualifications:

- HS diploma or Equivalent
- Valid Driver's license with a clean driving record.
- Preferred previous animal training or control experience.
- Ability to pass a background check.
- Ability to work flexible hours.
- Physically able to lift heavy objects.