

Full-time Kennel Manager and Animal Control Officer

Primary responsibilities include managing the day to day operations of the kennel and enforcing the IL Humane Care for Animals and the IL Animal Control Act. Must have a team oriented attitude and be committed to ensuring a clean, safe and healthy environment for animals and the public.

Minimum of High School Diploma/Equivalent, 1 year professional animal handling experience and 1 year animal control or law enforcement experience is required. Night and weekend hours required. Must have valid driver's license. \$16.00 per hour DOQ.

Please mail application, cover letter to

Kendall County Animal Control

Attn: Laura Pawson

802 W. John St

Yorkville, IL 60560.

[Click here for Application](#)

Kendall County Job Description

TITLE: Kennel Manager and Animal Control Officer
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
APPROVED: June 7, 2016

I. Position Summary:

Enforce the Illinois Humane Care for Animals Act and Animal Control Act and rabies control for Kendall County. Manage the day-to-day operations of the Animal Control Kennel.

II. Essential Duties and Responsibilities:

A. Kennel Manager:

1. Assist and supervise kennel staff.
2. Manage and oversee daily kennel operations.
3. Track intake of animals that arrive at the Shelter and their eventual disposition.
4. Monitor health and behavior of shelter animals.
5. Track and maintain inventory of kennel supplies and medical supplies.
6. Schedule vaccinations, spay/neuter, medical examinations and euthanasia for shelter animals.
7. Assist the public in adopting or reclaiming lost animals.
8. Answer telephones and performs other customer service related activities.
9. Assist with instruction to and supervision of shelter volunteers.
10. Assist with efforts to place animals with rescue groups.
11. Assists with other duties and responsibilities as assigned by Supervisor.

B. Animal Control Officer:

1. Investigate animal welfare complaints in unincorporated Kendall County. Interview witnesses, collect evidence, and write reports.
2. Issue warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
3. Assist police departments and other law enforcement agencies as needed.
4. Track and investigate all reported animal bites in Kendall County.
5. Seize, impound, and transport animals.
6. Assist in activities that enhance the health and well-being of the animals at the shelter with the primary goal of placing animals with appropriate owners.
7. Be on-call overnight and on weekends for emergencies.
8. Fulfill duties of Animal Control Warden as 510 ILCS5 / Animal Control Act.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- Must possess strong verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to listen, understand information and ideas.
- Excellent people skills and detailed orientated.

Kendall County Job Description

- Can work well under pressure and in stressful situations.

B. Work Standards and Best Practice Guidelines:

- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must be a team player committed to working in a quality environment.
- Must possess excellent prioritization skills and the ability to meet deadlines.

C. Education and Experience:

- High School diploma or equivalent.
- Valid Illinois Driver's License.
- Minimum 1 year animal handling experience.
- Minimum 1 year animal control or law enforcement experience.

IV. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Reach with hands and arms;
- Stoop, kneel, crouch, crawl, walk, run;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Ability to lift and/or move up to 50 pounds.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to following working conditions:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date