

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 04/30/13
Subject: Approve updated Schedule of Authorized Positions, Organizational Chart and revised Animal Control job description.

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the attached Schedule of Authorized Positions, Organizational Chart and Job Description reflecting the reorganization and transfer of the Animal Control Officer from the Gautier Police Department to the Neighborhood Services Division within the Economic Development Department.

BACKGROUND:

Animal Control services have traditionally been handled by the Gautier Police Department. By transferring Animal Control to the Neighborhood Services Division, Animal Control can also enforce ordinances and related codes relative to care of premises and property when not enforcing Animal Control ordinances.

DISCUSSION:

The attached Schedule of Authorized Positions and Organizational Chart reflect the reorganization of Animal Control Services from the Gautier Police Department to the Economic Development Department where it will be overseen and supervised by Neighborhood Services and specifically Code Enforcement. Under this reorganization, the Animal Control Officer will be directly supervised by the Code Enforcement Officer. The Animal Control Officer's primary duties will be animal control but will also assist with code enforcement duties as assigned.

RECOMMENDATION:

The City Manager and Human Resources Director recommend that the Gautier City Council approve the attached Schedule of Authorized Positions, Organizational Chart and Job Description.

ATTACHMENT(S):

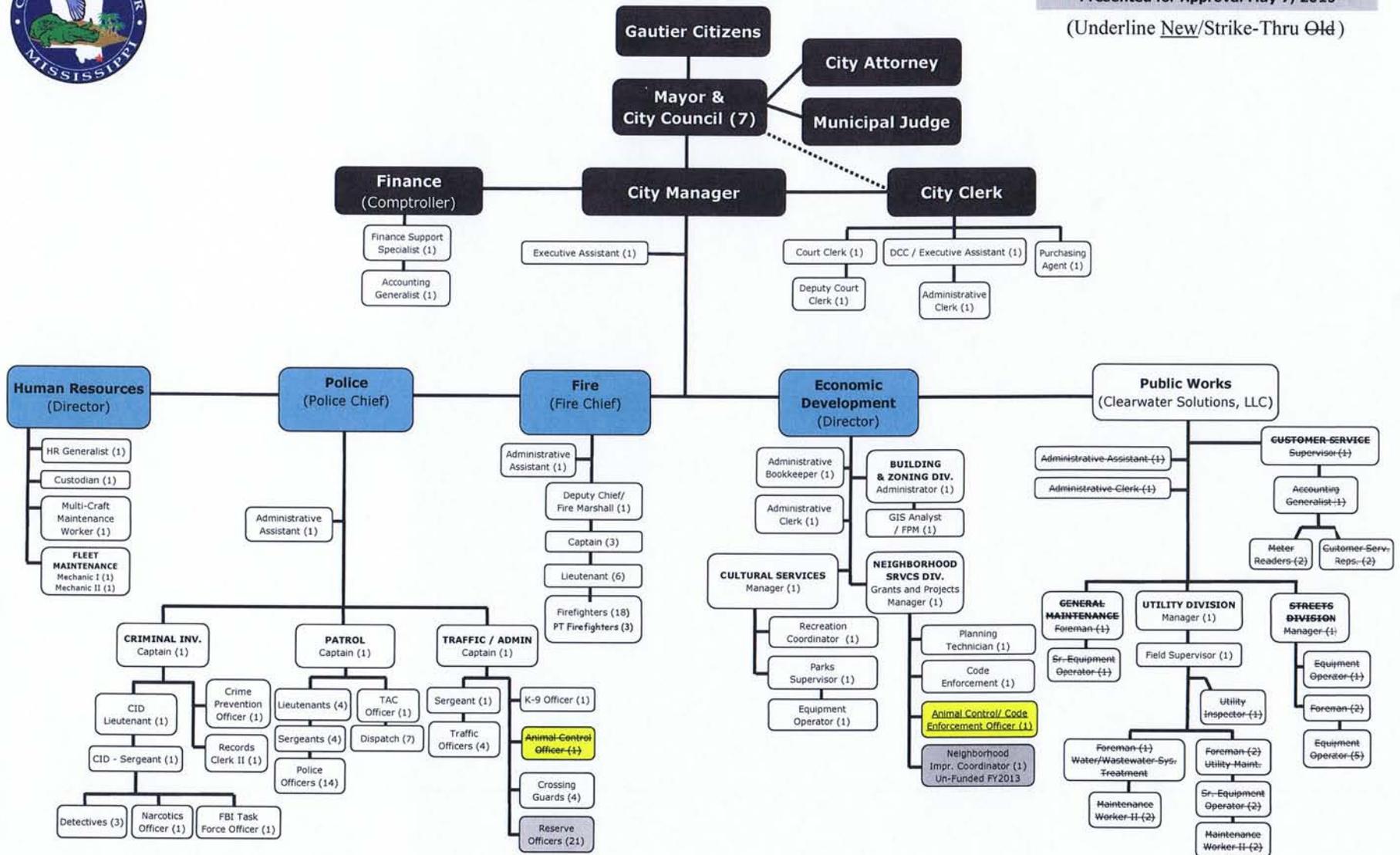
Revised Schedule of Authorized Positions
Revised Organizational Chart
Revised Animal Control/Code Enforcement Officer Job Description



CITY OF GAUTIER ORGANIZATION CHART

FY 2013

Presented for Approval May 7, 2013
(Underline New/Strike-Thru ~~Old~~)





ANIMAL CONTROL/CODE ENFORCEMENT OFFICER

Department:	Economic Development/Planning Department	Pay Grade:	06-09 (Schedule 2080)
Reports To:	Code Enforcement Officer Neighborhood Services Division	Exempt (Y/N):	No

NATURE OF WORK

This is semi-skilled work in the answering of complaints and enforcing ordinances regulating the keeping of animals within the City of Gautier. This position operates under the supervision of the Code Enforcement Officer in the Neighborhood Services Division of the Economic Development/Planning Department. General code enforcement duties shall be assigned as necessary.

An employee in this class is usually responsible for the apprehension of animals and enforcement of laws and ordinances governing animals. Work is performed in accordance with departmental rules and regulations and consists of routine patrol answering calls from citizens. Employee will be required to work independently, and initiative is required as experience is gained. Work is usually reviewed through reports and accomplishment of desired results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Answers call and complaints involving animals running at large.

Contacts owners of dogs and other animals running at large and has them confined or places them in the Jackson County animal shelter.

Makes arrangement to confine any animal suspected to be rabid.

Responds to all major calls concerning animals.

Appears in municipal court to present evidence and testify against persons accused of violation of City ordinance.

Prepares reports on animal control activities.

Drives a light duty truck when performing patrol functions.

Performs other Code Enforcement duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the geography of the City of Gautier or the ability to acquire this knowledge rapidly.

Thorough knowledge of the principles and skills used to capture a variety of animals.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to understand and carry out oral and written instructions.

Ability to deal with citizens to elicit their support for the animal control policies of the City.

Ability to analyze situations and to adopt quick, effective and reasonable course of action.

Ability to understand and follow oral and written instructions.

Ability to express ideas effectively, orally and in writing.



ANIMAL CONTROL/CODE ENFORCEMENT OFFICER

Ability to prepare clear and comprehensive reports in writing of activities.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Physical condition adequate to perform activities such as running, jumping, throwing, and other such physical actions which may be necessary to catch and control animals.

Ability to read, comprehend, and explain City ordinances especially as they relate to animal control.

Skill in the operation and care of a light duty truck.

Ability to react to change productively, and to handle other tasks as assigned.

Must have and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES

None

WORK ENVIRONMENT

Ability to work a flexible and adaptable schedule, including evenings, weekends, and holidays, as well as a rotating "on call" schedule. Work is predominantly performed outdoors, driving, and in animal shelter environments in varying temperatures; exposure to excessive noise (such as barking dogs); aggressive and/or dangerous animals; animal waste and dead animals; dust, chemicals from cleaning agents; disinfectants; and sewage. Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. (Vaccinations will be offered.)

PHYSICAL DEMANDS

Constant lifting and carrying of objects weighing up to 10 pounds and occasionally up to 100 pounds with maximum distance of five (5) feet. Frequent standing and walking; sufficient stamina to exert physical effort to restrain animals for a substantial period. Work requires climbing, balancing, crouching, crawling, reaching, standing, walking, lifting, and grasping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from high school or acceptable equivalent and four (4) years of related experience.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.