



214 South Love Lovington, NM 88260
575.396.2884

ANIMAL PROTECTION OFFICERS

Position Description

Department:	Animal Protection Services Officer
Probationary Period	
Pay Grade:	\$15 – \$17 DOE
Hours/week:	40 hrs. per week
Type of Position:	Full-time

Reports to (title):	Animal Protection Services Supervisor
Supervises:	
Classification:	
Effective Date:	October 24,2022
Revised Date:	October 24,2022

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to carry out essential functions of Animal Services and ensures the wellbeing and protection of animals and citizens within the City.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Conduct field investigations on all complaints concerning animals, running at large, animal nuisance, dog bites, vicious animals, neglected or abused animals and ensure that the Animal Protection laws and other relevant legislation is adhered to. Attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, corrective notices, orders to comply, and related documentation; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
- Compiles evidence and information to pursue criminal charges when appropriate, prepares written reports on complaints and maintain a filing system of all such reports, obtain and administer search warrants when needed

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- Maintain working relationship and communication with prosecutor's office, and appear as court witness when required
- Builds relationships and collaborates with other law enforcement agencies, representatives from other City departments, local animal organizations, rescues from all over, community groups, community leaderds etc.,
- Maintain daily, weekly, monthly reports as directed.
- Assists in planning, organizing, promoting and implementing agency's participation in community events.
- Conducts ongoing community outreach with particular emphasis on spay/neuter and general pet wellness
- Operates a vehicle in daily duties to transport animals, pick up supplies and conduct community outreach
- prepares transport vehicle before and afterwards, clean/sanatize vehicle and crates,
- Wears PPE as needed and observers all safety rules and regulations
- Assist in providing recommendations for resolution, in daily over all operations and aspects of the job within the department and public.
- Attends training as deemed necessary by management and be willing to travel for training
- Displays a proper attitude conducive to good relationships and with other personnel and citizens and which fosters trust
- Operate computers to enter, process, and acquire data for programs within the department, and for investigations purposes
- Participates in supervising the work of community service workers, county inmates, volunteers and fosters
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms
- Assit with and during surgery
- Maintain medical paperwork and documentation for inspection by state and other agencies.
- Ability to do all duties as an officer, shelter assistant, and vet tech
- Complies with all relevant rules and regulations at the federal, state, city, and department level.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One (1) year direct work experience in or related line of work

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- Education:
- High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language.
 - Must have excellent communication skills
 - Ability to handle animals in safe, humane manner
 - Ability to cope with stressful situations
 - Ability to work with the public in a professional manner
 - Must be able to understand and carry out directives and by extremely safety minded,
 - Knowledge of occupational hazards and standard safety practices, geographic features and locations within the area served.
 - Must be able to work odd hours or overtime on occasion, including nights, weekends and holidays
 - Must be able to travel, sometimes overnight
 - Ability to work in all outdoor environmental conditions
 - Ability to work standard office equipment
 - Possess high level of customer service at all times.
 - Ability to obtain euthanasia license and perform euthanasia
 - Ability to lift large animals with proper techniques

PREFERRED QUALIFICATIONS

- Post-Secondary work in related field
- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Candidate will work outside in all weather conditions and with potential hazards including exposure to sun, wind, rain, snow, dust, and traffic. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, reaching/working from overhead structures, reading instructions, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds, sometimes upstairs and wear protective personal equipment. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

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Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the **ANIMAL PROTECTION OFFICER** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date