

Job Posting and Description: Animal Control Officer  
Revision: January, 2021

**City of Livingston  
Vacancy Announcement**

**Animal Control Officer**

The City of Livingston Police Department is recruiting for an Animal Control Officer to join the Code Enforcement division in a civilian (nonsworn) capacity. The Animal Control Officer (ACO) is a full time position with a Monday-Friday day schedule, some weekend, evening or on-call may be required. The ACO reports to the Code Enforcement Officer and handles calls for service related to both domestic and wild animals in the City Limits and the larger response area. This role also maintains the licensing database and manages services for animals in the City's care and custody with the area shelter and with area veterinarians. Ability to work with the public and explain local ordinances and animal control laws. May work in other areas of Code Enforcement as needed.

A well-qualified applicant will have high school diploma or equivalent, a minimum of 2 years working with animals and providing for their welfare. Must be able to pass a comprehensive background check. Ability to work well with people in tense situations and a strong sense of service to the community required.

**Starting Wage (through 6/30/2021\*)**                      **\$17.00 per hour (\$35,360) eligible**  
\*Increases will follow the schedule in the Addendum A of the MPEA Collective Bargaining agreement.

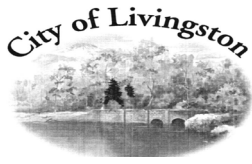
For immediate consideration, please submit a resume, cover letter and 3 professional references via email to: [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org)

**Or Via Regular Mail to:**

**Lisa L. Lowy, HR Director  
City of Livingston  
229 River Drive  
Livingston, MT 59047**

**Initial application review will occur on January 29, 2021.**

*The City of Livingston is an equal opportunity employer committed to equality and fairness in the work place.*



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**Role:** Animal Control Officer  
**Department:** Livingston Police Department  
**Status:** Full Time hourly – non-exempt (OT eligible) Non-sworn Civilian Position  
**Bargaining Unit:** MPEA  
**Reports to:** Chief of Police or Designee

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### **General Overview of Work Performed**

This position is responsible for the oversight and management of both domestic and wild animals within the City Limits and designated response area. This will include routine patrol for violations of leash laws, responses to animal at large complaints, maintenance of doggie bag stations, issuance of citations, investigation of animal related complaints (hoarding, abuse and neglect, etc.). Writing reports, maintaining database of animal licensing, fees with area shelter partners and invoices from local veterinarians. Position may also provide support to Code Enforcement Officer in enforcement related duties such as parking, blight, abandoned vehicles, etc.

### **Knowledge Required:**

Applicable State and local laws, regulations and ordinances; the proper care and handling of animals; the physical and behavioral characteristics of animals; breed identification; the symptoms of rabies and other common animal diseases; the safe and accurate handling of firearms; the various techniques of safe and humane destruction of injured animals; proper English usage, grammar and spelling.

### **Abilities Required:**

Ability to explain applicable State and local laws, regulations, and ordinances; obtain cooperation and compliance from members of the public; analyze a situation and adopt a course of action; exercise tact and independent judgment in dealing with the public; speak to a wide range of people; prepare reports; present a positive public image; develop and maintain working relationships with co-workers, agencies and organizations; handle sick, injured, dangerous, or dead animals and decomposing animal carcasses in a safe and humane manner; make simple arithmetical calculations involving addition, subtraction, multiplication, and division; read, understand, and follow oral and written instructions; work independently.

### **Supplemental Information:**

Incumbents must be able to move animals or objects weighing up to 75 lbs. Incumbents are expected to work in the field a majority of the time, wear a uniform, work shifts, weekends and rotational standby duty as required. Employment in these classes requires successful completion of a criminal background investigation.

### **General Qualifications:**

High School Diploma or equivalent, minimum of 2 years working with animals and their care, strong work ethic, good writing skills, ability to use basic computer programs like Word and Excel.