



**Nancy J. Boose, SHRM-SCP**  
**Human Resources Director**  
**Vermilion County Board**

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## **NOTICE OF JOB VACANCY**

**DATE:** April 18, 2024

**POSITION:** *Animal Control Officer Supervisor*

**DEPARTMENT:** Department of Animal Regulations

**TERMS OF EMPLOYMENT:** Full-time

**BASIC FUNCTION:** Performs duties necessary for the proper supervision of the Animal Control Operations and enforcement of the Illinois Animal Control Act, Illinois Humane Care Act and County Ordinance.

**DESIRED REQUIREMENTS:** Requires high school diploma or GED and two years of previous managerial experience; previous experience as an Animal Control Officer, law enforcement officer, licensed veterinary technician or veterinary assistant preferred. Must have valid driver's license.

**ANNUAL SALARY:** \$48,000

**APPLICATION PERIODS:** April 18 - 24, 2024 (Internal)  
April 25, 2024 – until position is filled (External)

**METHOD OF APPLICATION:** Apply in person or send application and resume to:

Human Resources  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)

EEOP Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)  
**AA/EEO**

*County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.*

## *POSITION CLASSIFICATION DESCRIPTION*

### **SUPERVISOR- ANIMAL CONTROL DEPARTMENT ANIMAL REGULATION**

#### **Distinguishing Features of Work:**

Directly responsible to the Director, performs necessary duties to supervise the Animal Control Field Operations. Ensures compliance with the Illinois Animal Control Act, Illinois Humane care Act, City and County Ordinances. This is a front facing position, which requires exceptional people skills and a genuine desire to make a positive impact in the community.

#### **Illustrative Examples of Work:**

- A. Management of Animal Control Officers (3) and Dispatch (1) Team
  - a. Is responsible for the overall direction, coordination, and evaluation of this unit.
  - b. Monitors and coordinates the daily operations and maintains appropriate records and statistics
  - c. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding, and disciplining employees; addressing complaints and resolving problems
  - d. Track the caseload of the department, including reviewing new cases, tracking case progressions, and then ensuring proper case resolutions.
- B. Operations
  - a. Ensures appropriate safe and humane capture, handling, and transport of all types of animals in a wide variety of environments, health conditions, and temperaments.
  - b. Reviews all bite cases
    - i. Ensures rabies quarantine protocols are followed, appropriate documentation is completed and all parties involved are aware of their responsibilities.
  - c. Maintain consistent standard operating procedures for animal control and investigations.
  - d. Ensures that radio equipment is effective and functional and that vehicles and equipment are maintained in a safe, healthful, and sanitary condition; oversees the orderliness of the animal control office and vehicles
  - e. Demonstrate an innovative, community centered approach to problem solving
- C. Community Centered Programing and Outreach
  - a. Provides public information and education to citizens and community groups regarding animal services policies and procedures.
  - b. Responds to and assists in resolving difficult and sensitive citizen inquires and complaints about the care, treatment and control of animals and other problem situations, including those which involve hostile, irate, or distressed members of the public, in a tactful, professional, and effective manner.
  - c. Works to find restorative solutions to community conflicts that arise relating to animals and people.
  - d. Works collaboratively with community resources to extend VCDAR's impact
  - e. Builds, promotes, and maintains positive working relationships with co-workers, County and City employees and the public, using principles of good customer services
- D. Animal Control Officer Responsibilities
  - a. Handle cases as needed, based on departmental resources
  - b. Produces and maintains accurate and legible case files, records and prepare well-written, clear, concise, and detailed reports while meeting given deadlines.

- c. Answers the telephone and performs radio dispatch duties
- d. Works with local law enforcement agencies for the prosecution of responsible parties and resolution of animal-related issues; may provide testimony on investigations and findings.
- e. May euthanize animals as required
- f. Performs all other work as needed or assigned

**Desirable Requirements:** To Perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and/or Experience
  - a. Highschool Diploma or GED Required; Associate degree or Bachelor's degree highly desirable.
  - b. Two (2) years of managerial experience preferred
  - c. Two (2) years of experience as an animal control officer with increasing responsibilities, preferred or experience as a law enforcement officer, a licensed veterinary technician or veterinary assistant.
  - d. Experience testifying in civil and criminal courts helpful.
  - e. Animal welfare industry experience is strongly preferred.
  - f. Experience dealing with individuals involved in cases of animal abuse and neglect preferred.
2. Knowledge, Skills, and Abilities
  - a. The ideal candidate must have leadership skills, show initiative and be able to work in a fast-paced environment with minor supervision.
  - b. The ability to ask appropriate questions to gather information along with the ability to feel and show empathy for others.
  - c. Strong personal ethics. Excellent interpersonal and communication skills, with the ability to engage and inspire a wide range of stakeholders, including staff. The ideal person for this job would be personable, outgoing, patient, professional, and able to get along well with a variety of people.
  - d. Computer literate and skilled in Word, Excel, and PowerPoint.
  - e. The ability to turn people down, firmly, when necessary, without becoming aggressive or unpleasant.
  - f. Must be willing to work a flexible schedule, including unscheduled hours, late hours, weekend work, holiday work and call rotations.
  - g. Ability to create and sustain positive working relationships and a spirit of teamwork
  - h. Effective and safe animal handling abilities (companion animals, farm animals & equine, and wildlife).
  - i. Ability to exercise patience and gentleness with animals in challenging situations.
  - j. Ability to think critically, multitask and to make decisions under pressure.
3. Mathematical Skills
  - a. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
  - b. Ability to analyze statistics
4. Reasoning Ability
  - a. Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several variables in standardized situations.
5. Certificates, Licenses, Registrations

- a. This job requires at least a Class D Driver's License.
- b. Successful completion of certified euthanasia technician training within 1 year of hire; must maintain
- c. Successful completion of Humane Investigation Certification within 1 year of hire; must maintain
- d. Successful completion of NACA Animal Control Officer I training within 6 weeks of hire

**Physical Demands and Work Environment:**

1. The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to stand, walk, sit; to speak and hear clearly; and to use hands to finger, handle, or feel; and to reach with hands and arms.
3. The employee must regularly lift, move, and restrain animals weighing up to 50 pounds and must occasionally lift, move, and restrain animals weighing up to 100 pounds (with assistance).
4. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.
5. Other possible job hazards include exposure to corrosive chemicals and cleaning agents, exposure to feral and vicious animals, to animals with an unknown health history, and therefore, exposure to zoonotic diseases through the use of hypodermic needles, animal bites and scratches, airborne transmission, and physical contact.
6. Specific vision abilities required by this job include peripheral vision, depth perception and ability to adjust focus.
7. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

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In accordance with the Vermillion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in the department, agency, or organization.