

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 2040
Job Title: Animal Control Administrator/Director
Salary Grade: 24
Bureau: Bureau of Administration
Department: Animal Control
Dept. Budget No. 510
Position I.D. 9518064
Shakman Exempt

Characteristics of the Position

General Overview

Acting in the capacity as a professional Veterinarian, provides expert guidance and direction the Cook County Department of Animal Control and the Cook County Board of Commissioners in formulating and reviewing policy and enforcing State and County ordinance, laws, etc. relative to the control, registration and investigation of animals and related incidents. Provides expertise in answering questions regarding animals, animal bites, examination procedures, animal diseases and laws regarding animals. Responsible for reviewing departmental and county programs regarding responsible pet ownership and giving seminars relating to these subjects.

Key Responsibilities and Duties

Provides the expertise in answering questions regarding animals, animal bites, examination procedures, animal diseases and laws regarding animals for the Animal and Rabies Control Wardens, Veterinarians, and the general public.

Conducts an on-going review and monitoring of the department's 6500 annual bite cases and animal pickups. Monitors rabies in raccoons by reading public health releases and through personal contact with public health officials. Provides knowledge of the problem to outside agencies through phone contacts.

Conducts seminars and writes a newsletter to educate the public on the prevention of rabies, the education of stray animals and animal bites and to promote the understanding of the relationships of man and animals in the urban community.

Knowledge, Skills and Abilities

Thorough knowledge of veterinarian medicine.

Knowledge of Federal, State and local laws concerning animals and the environment.

Basic knowledge of animal Control Ordinances and Procedures.

Good communication and writing skills; ability to gather information from others and make inquiries, ability to convey information and explain or describe Animal and Rabies Control policy and procedure to others in person or by telephone.

Knowledge of the support network of the state and local veterinary associations.

Knowledge of the services performed by the professional areas of the department.

Skill and accuracy in the control, organization and maintenance of files and records.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Minimum Qualifications

License by the State of Illinois as a Veterinarian PLUS ten (10) years of practice in the field of veterinarian medicine.

Preferred Qualifications

Supervisory or managerial work experience.

Experience with an animal control agency or animal control shelter.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.