



## THE CITY OF WINONA IS IN SEARCH OF A CODE ENFORCEMENT/ANIMAL CONTROL OFFICER

### SUMMARY OF JOB:

Responsible for enforcing the city's laws and ordinances as it pertains to animal control and code enforcement.

### JOB DESCRIPTION:

Enforce local and state laws

Responds to calls about stray or dangerous animals

Investigates animal cruelty

Captures and Impounds Animals

Maintain animal shelter

Maintain detailed records

### REQUIREMENTS:

MS Driver's license

Basic Computer Skills

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience

Basic English language skills are required

Basic mathematical skills are required

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

On Call (Nights and Weekends)

Department recommends keeping vaccines current because the risks of encountering diseased animals and of being bitten, scratched, etc. by animals are high with this job

The employee must regularly lift and /or move up to 100 pounds

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Patrol the community for possible ordinance violations.

Respond to complaints from the public or other departments and initiate code enforcement action by investigating alleged violations, performing inspections and interviews, and gathering evidence.

Issue notice of ordinance violations and citations.

Perform follow-up investigations to ensure remedial action has been taken; enforce any available administrative and judicial remedies to violators.

Assist departments with the abatement of violations, provide surveillance, and coordinate investigation and code enforcement activities between departments.

Appear as a witness for administrative hearings, court hearings, or trials.

Maintain a permanent record of all code enforcement activities, including copies of correspondence, notifications, investigative reports, and administrative citations.

Recommend changes to policies, procedures, and ordinances as needed, where deficiencies are discovered during the administrative and judicial process.

Performs other duties as assigned.

General knowledge of the Code of Ordinances.

Working knowledge of investigative principles and practices, such as evidence handling, courtroom demeanor, and testimony procedures.

Ability to remain calm and tactful in stressful situations.

Ability to establish and maintain effective working relationships and effective interaction with others.

Ability to prioritize and perform multiple tasks while working independently.

Willing to work in various weather conditions.

**POSITION SUMMARY:**

The position performs both proactive and reactive inspections and investigations of alleged offenses and initiates code enforcement actions for violations of city codes and ordinances.

**Pay will be determined by experience.**