

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 10-17
POSTED: 2/24/2017, 11:30 a.m.
EXPIRATION: 3/10/2017, 4:30 p.m., or until filled
TITLE: ANIMAL COMPLIANCE COORDINATOR (Position Code #7040)
SALARY: \$15.00/hour - \$20.00/hour/Part-Time - NO BENEFITS
DEPARTMENT: MAYOR & COUNCIL
DIVISION: MAYOR

GENERAL PURPOSE

The purpose of this position is to act as a liaison between the City of Joliet and the Joliet Township Animal Control (JTAC); follow up on various animal control issues before, during and after hearings; and act as an advocate for citizens in the enforcement of animal control ordinances within the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serve as a liaison with JTAC on all dog bite/dangerous dog and/or animal related issues;
Act as a public spokesperson to address issues related to animal control from the City's viewpoint;
Coordinate hearings of animal complaints;
Prepare Notice of Hearings and correspondence to victims/witnesses of hearing dates;
Complete follow ups of dangerous/vicious dog requirements as indicated by hearing;
Perform record keeping functions;
Perform other administrative functions as required;
Maintain records of animal bites and quarantines, and notify and follow up with involved persons of the outcome;
Respond to phone calls from citizens in regards to follow-up issues.

REQUIRED QUALIFICATIONS

Education and Experience:

- High School Diploma or equivalent;
- Certification through the National Animal Care & Control Association (NACA), NACHO Module A, B, and C preferred; -preferred, but not necessary
- Animal Behavior knowledge and experience
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Knowledge of:

- Methods and techniques of problem solving, researching solutions, and public relations;
- City ordinances, rules and regulations as pertaining to animal control;
- State of Illinois Animal Statues;

Skill in:

- Planning and prioritizing;
- Organization and time management;

Ability to:

- Operate a computer in performance of assigned duties, using a variety of software applications including, Microsoft Office Suite, GIS Systems, and other software as required;
- Communicate clearly and effectively, both orally and in writing;
- Ability to interact effectively with Public Officials, City Officials, citizens, vendors and others towards the efficient methods of animal control;
- Prepare, examine, and verify a variety of documents and reports;
- Establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Must have a valid State of Illinois motor vehicle operator's license.

A complete job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER