



## **BID/JOB ANNOUNCEMENT**

# **Supervisor of Animal Control Officers**

## **Chicago Animal Care and Control**

**Number of Positions: 1**

**(Additional vacancies possible pending budget approval)**

**Salary: \$58,560**

This position is open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with **Public Safety Employees – S.E.I.U. Local 73 / I.B.E.W. 21 (BU 02)**. Only employees in City job titles in this bargaining unit are eligible to bid.

**BID INSTRUCTIONS:** Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled “Currently employed by the City of Chicago”
2. Enter your employee ID (located on your pay stub labeled ‘payee/employee number’)
3. Select your correct bargaining unit

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION**

**Applications for this position will be accepted until 11:59pm CDT on 08/22/2024**

Under general supervision, supervises the work activities of Animal Control Officers and Animal Control Inspectors, ensuring the enforcement of city's ordinance and requirements for animal care, control and anti-cruelty to protect public safety and health, and performs related duties as required.

### **ESSENTIAL DUTIES**

- Plans, assigns and directs the control and investigation activities of Animal Control Officers engaged in the removal of stray, injured or potentially dangerous animals from neighborhoods
- Plans, assigns and directs the inspection activities of Animal Control Inspectors engaged in inspecting animal related businesses and conducting cruelty and dangerous dog investigations
- Inspects the condition of animal control vehicles to ensure cleanliness, good repair, and daily maintenance; inspects staff to ensure they are in proper uniform
- Reviews reports, photographs and citations issued to animal owners staff responding to service requests and complaints, and ensures appropriate follow up actions are taken to resolve cases
- Monitors the work performance of staff, prepares performance evaluations and initiates corrective and disciplinary actions as required
- Coordinates work efforts and participates in inspection and investigation activities with the Chicago Police Department on cases involving animal cruelty or neglect, dog bites or injuries to humans, or dog fighting cases
- Coordinates and provides orientation and training to animal control and inspection staff
- Conducts field inspections to assess staff performance and adherence to safety protocols, and to ensure the effectiveness of field work operations
- Assists and participates with the inspections of animal-related businesses in the City
- Prepares various operational, productivity and work reports for use by management
- Advises the public and provides information regarding the policies, procedures, and operations of the Animal Care and Control Center
- Testifies for the city in various court proceedings on animal cruelty and neglect cases

*Additional duties may be required for this position*

**Location:** 2741 S. Western Ave, Chicago, IL 60608

Days: Varies  
Hours: Varies

**THIS POSITION IS IN THE CAREER SERVICE**

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Four years of combined work experience in the capture and custody of animals, OR the care and treatment of animals in an animal hospital or animal shelter, OR the inspection of animal care establishments to enforce requirements for the sanitary and humane treatment of animals

### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must obtain certification in the use dart tranquilizers by an approved agency within four months of hire

## **SELECTION REQUIREMENTS**

This position requires applicants to complete an interview which includes a written exercise and/or skills assessment test as part of the interview. Interviewed bid applicants possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview and skills assessment/written exercise will be selected in seniority order according to the collective bargaining agreement. The interviewed non-bidder candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview and skills assessment/written exercise will be selected. If you are a bidder, you will be selected in seniority order according to the collective bargaining agreement.

### **Preference will be given to candidates possessing the following:**

- Previous work experience in a position requiring the capture, custody and/or care of stray and dangerous animals.
- Proficiency operating a Personal Computer (PC).
- Previous supervisory experience.
- Certification in Bite Stick, National Animal Control Association, or Chemical Immobilization.

**NOTE:** To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. You must also provide your valid U.S. driver's license at time of processing.

**APPLICATION EVALUATION:** Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**COMMITMENT TO DIVERSITY:** To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here](#).

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.**

**City of Chicago**  
Brandon Johnson, Mayor