

**City of Valley City, North Dakota**  
**Animal & Vehicle Code Enforcement Officer**  
**JOB DESCRIPTION**

**Title: Parking and Animal Control Officer**  
**Department:** Police Department  
**Reports To:** Police Chief  
**Supervisory Position:** No

**Date:** 2/23/2024  
**Status:** Non-Exempt  
**Class Grade:** B-21

**POSITION OBJECTIVE and PURPOSE**

Performs technical and administrative duties in code enforcement of city ordinances related to parking, abandoned/junk vehicles, animal control; as well as other support services for the City as assigned. Works under the direction of the Valley City Police Department and maintains a tactful, open line of communication with the public.

**ESSENTIAL DUTIES**

1. Investigates violations of animal control ordinances, including but not limited to animals running at large, animal abuse/neglect/abandonment, barking, bites and other injuries, licensing, unlawful livestock, property damage. Oversees impoundment and quarantine of animals. Manages the boarding, release, relocation and/or euthanizing of impounded animals.
2. Works with contracted veterinarian to ensure animals are up to date on rabies vaccinations in the event of an animal bite or animal at large, or when an animal is licensed.
3. Oversees licensing of dogs and cats residing within city limits, and maintains accurate database.
4. Patrols parking areas located within city limits, especially areas of persistent concern including but not limited to central business district, Valley City State University campus, mobility impaired parking areas, snow routes, over-parked streets and avenues, and residential areas.
5. Maintains an accurate database for vehicle code violations including abandoned and junk vehicles. Sends and ensures service of violation notices. Sets deadlines and coordinates towing of non-compliant vehicles.
6. Coordinates with Property Maintenance Code Enforcement Officer and Public Works Department regarding nuisances and property maintenance violations.
7. Issues warnings and/or citations for parking violations.
8. Accurately reports investigative facts orally and in writing.
9. Signs criminal complaints and affidavits when requested by City Attorney and appears in court to testify, if necessary.
10. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
11. Maintains contact with police supervisory personnel to coordinate investigation activities and provide mutual assistance during emergency situations.
12. Assists VCPD Records Manager with administrative functions such as answering phones, providing customer service at front desk, and maintaining records, when Records Manager is not available, or any other time upon request.
13. All other duties of a similar nature, as directed, which may include but are not limited to maintaining department equipment, supplies, and facilities; serving on committees.

**EDUCATION and EXPERIENCE**

High school diploma or General Equivalency Degree (GED); two years of experience in customer service-oriented role; prefer one year of experience as animal control and/or code enforcement officer.

## **MINIMUM QUALIFICATIONS**

- U.S. citizen or naturalized citizen
- Valid North Dakota Driver's License
- Must pass extensive background check for NCIC certification
- Skill in and ability to:
  - Work independently
  - Use computers and related software applications
  - Answer phones
  - Communicate effectively and professionally with the general public, coworkers, and supervisor
  - Operate motorized vehicles, animal capture equipment, radio equipment, copy machine, fax machine, camera, video equipment, and audio recording equipment.
  - Work with animals
  - Use effective conflict resolution
- Knowledge of:
  - City ordinances
  - Law enforcement
  - Criminal justice

## **PHYSICAL DEMANDS and WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; walk; use hands to finger, push, pull handle, grasp, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may engage in repetitive motions.

The noise level in the work environment is usually moderate; some intense noise is possible.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet and/or humid conditions as well as extreme heat and cold. The employee may occasionally be exposed to dangerous or diseased animals, trash and garbage. The employee may also be exposed to electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and/or oils.