

# CITY OF LAWNSDALE

## FULL-TIME EMPLOYMENT OPPORTUNITY

14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

Please read this flyer thoroughly prior to completing an employment application.

### MUNICIPAL SERVICES OFFICER II – ANIMAL CONTROL

**SALARY: \$4,014 - \$4,879 PER MONTH PLUS BENEFITS**

**OPEN: AUGUST 28, 2017**

**CLOSE: OPEN UNTIL FILLED**

**ABOUT THE POSITION:** Under direct supervision, perform technical office and field work in the enforcement of animal control services. This full journey level classified position receives occasional instruction/ assistance and incumbents are fully aware of the operating procedures and policies. This position may perform parking enforcement or assist with code enforcement activities as assigned. **May work irregular hours, to include: weekdays, weekends, holidays, mornings and evenings.**

**EXAMPLE OF DUTIES:** Essential duties may include, but are not limited to: patrol the community for animal control services, licensing and violations; coordinate disposition of animals; respond to public inquiries and complaints; issue warnings and citations for animal care and control violations; patrol the community for City code, ordinance and parking violations as needed; mark vehicles to determine parking time and arrange for vehicle tows; attend, participate and coordinate multi-agency task force (s) and committee meetings; prepare reports, forms and assist with municipal code amendments; assist with enforcement of City codes, ordinances, vehicle codes, animal and business license and abatement regulations; establish and maintain records and case files, and process related notices and public hearing documents; assist with the training of other officers; attend, participate and coordinate office hearings regarding enforcement matters; provide weekend enforcement coverage; and perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**Experience and Training:** Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required combination of experience and training would be: Graduation from high school or its equivalent AND two (2) year experience in direct public contact work in animal control or a related field. Experience in code enforcement, business license enforcement and parking enforcement highly desired. An Associates Arts degree in Public Administration, Administration of Justice, or a related field is desirable. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability is required. Successful completion of P.C. 832 course is required within three (3) months of employment.

**Knowledge of:** Investigative principles, practices and techniques; principles, practices techniques of community public relations and quality customer service; applicable codes and ordinances governing animal care and control; habits and behavior of various animals and the techniques and equipment used in capturing and restraining animals; city codes, ordinances and statues related to land use, zoning and planning. Modern office methods, procedures and equipment including office automation hardware and software. Record keeping principles and procedures. Business letter writing. English usage, vocabulary, spelling, grammar and punctuation. Pertinent local, county, state and federal laws, rules and regulations.

**Ability to:** Operate and maintain animal control related vehicles and equipment, including: traps and catch poles as well as interacting with animals; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written directions accurately; exercise sound judgment and respond to complaints with tact; establish and maintain effective working relationships with both internal and external customers; compose general written correspondence and letters; operate and use modern office equipment and hand-held computer; learn standard radio broadcasting codes and procedures. On a continuous basis, sit at desk or operate motor vehicle. Intermittently walk, stand, run, kneel, climb, lift and bend; twist to reach equipment; bend and squat; perform simple grasping and fine manipulation; use telephone, write or use a keyboard. Occasionally lift, carry or drag weight of 50 pounds.

**SELECTION PROCEDURE:** Please complete and submit an official City of Lawndale Employment Application. Resumes are accepted but NOT in lieu of an official City Employment Application. All official City Employment Applications, resumes and supplemental information will be screened. Only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process expected to consist of, but not limited to: application review and evaluation, written/ performance exercise, interview board, etc. Prior to starting employment, all candidates will be required to pass a physical examination, which includes drug/alcohol testing, and a background investigation including fingerprinting. The City of Lawndale will require documentation of the legal right to work in the United States as required by IRCA upon hire. Candidates that require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. Incomplete, late or illegible applications will be disqualified and will not be accepted. Applications may be obtained from the City website at [www.lawndalecity.org](http://www.lawndalecity.org) or by contacting the City of Lawndale at (310) 973-3200. EOE.

## **THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY**

### **ABOUT LAWNDALE**

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single -family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

### **EMPLOYMENT PROCEDURES**

An original City application must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date posted on the front side of this job flyer. Applications received late will not be accepted!

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Eligibility lists remain active for a period of one year. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Employees chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

### **EMPLOYEE BENEFITS** (May not apply to all positions):

- **RETIREMENT**– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees' Pension Reform Act (PEPRA).
- **BENEFITS** – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125.
- **WORK SCHEDULE** – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.
- **LEAVES** – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave.
- **LIFE INSURANCE** – All full-time employees receive a life insurance policy.
- **LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.
- **DEFERRED COMPENSATION** – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. The program is mandatory for all part-time employees in lieu of Social Security.
- **CREDIT UNION** – Members have access to loans and low interest rates and good savings programs.

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