



## **JOB ANNOUNCEMENT**

### **Code Enforcement/Animal Control Officer**

Under the general supervision of the Executive Director. This position is responsible for administering Code violations to protect the health, safety and welfare of the general public by enforcing the City's code of ordinances to include animal control. Must have the ability to communicate and educate citizens on the city's codes and advise individuals of remedial methods or abatements; responds to code compliance calls, conducts field investigations, handles and transports animals, issues warnings and citations, prepares reports, and appears in court. Position may perform other departmental duties as needed.

#### **REQUIREMENTS:**

- High School Diploma /GED.
- Must hold a Valid TX Drivers' License.
- One (1) year of work experience involving Municipal Code interpretation, or animal control.
- Ability to obtain a Texas Basic Animal Control Certification within one (1) year from hire date.
- Ability to obtain a Texas Code Enforcement Officer Certification within one (1) year from hire date.

#### **PREFERRED QUALIFICATION:**

- Extra consideration will be given to applicants who has:
  - Texas Code Enforcement Officer Certification;
  - Texas Basic Animal Control Certification through the Texas Department of State Health Services.

#### **SALARY:**

- \$45,000 - \$55,000 annual salary, DOQ. (Non-Exempt Position)
- 100% Employee Coverage for Health, Dental and Life Insurances
- Paid Holidays
- Accrued Paid Leave
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match
- Uniforms provided

#### **CLOSING:**

Employment applications are available on the city's website at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov).

Submit employment applications and resumes to Lisa Hernandez, Human Resources Director, by email: [l.hernandez@leonvalleytexas.gov](mailto:l.hernandez@leonvalleytexas.gov), by Fax: (210) 684-1515, or in-person at City Hall located at 6400 El Verde Road, Leon Valley Texas, 78238.

**This position is open until filled. AA/EOE/ADA**