



COOK COUNTY, ILLINOIS

Animal Control Administrator/Director Opportunity in Chicago

The Cook County Department of Animal and Rabies Control is seeking an Animal Control Administrator/Director to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

A senior management position responsible for the planning and, direction to the Cook County Department of Animal and Rabies Control. Responsible for providing expert guidelines and direction to the Cook County Board of Commissioners in formulating and reviewing policy and enforcing State and County ordinance, laws relative to the control, registration and investigation of animals and related incidents. Provides expertise in answering questions regarding animals, animal bites, examination protocols, animal diseases and laws regarding animals. Responsible for reviewing departmental and County programs regarding responsible pet ownership and giving seminars relating to these subjects. Overseeing the day-to-day operations, interacts with the public and ensures smooth business operations of the Department.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.

- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

Post Offer testing:

This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 2040
Job Title: Animal Control Administrator/Director
Salary Grade: 24
Bureau: Bureau of Administration
Department: Animal and Rabies Control
Dept. Budget No. 1510
Position I.D. 9518064
Shakman Exempt

Characteristics of the Position

General Overview

A senior management position responsible for the planning and, direction to the Cook County Department of Animal and Rabies Control. Responsible for providing expert guidelines and direction to the Cook County Board of Commissioners in formulating and reviewing policy and enforcing State and County ordinance, laws relative to the control, registration and investigation of animals and related incidents. Provides expertise in answering questions regarding animals, animal bites, examination protocols, animal diseases and laws regarding animals. Responsible for reviewing departmental and County programs regarding responsible pet ownership and giving seminars relating to these subjects. Overseeing the day-to-day operations, interacts with the public and ensures smooth business operations of the Department.

Key Responsibilities and Duties

Provides the expertise in answering questions regarding animals, animal bites, examination protocols, animal diseases and laws regarding animals for the Animal and Rabies Control Wardens, Veterinarians, and the general public.

Conducts on-going review and monitoring of the department's 6500 annual bite cases and animal pickups. Monitors rabies in raccoons, skunks, bats and other mammal species by reading public health releases and through personal contact with public health officials. Provides knowledge of the problem to outside agencies through phone contacts.

Conducts seminars and writes newsletters to educate the public on the prevention of rabies, the control of stray animals and animal bites and to promote the understanding of the relationships of man and animals in the urban community.

Knowledge, Skills and Abilities

Knowledge of current scientific, technical and public policy issues related to animal control services and programs.

Proven ability to develop and lead teams, achieve measurable results and program initiatives.

Knowledge of Federal, State and local laws concerning animals and the environment. Basic knowledge of Animal Control Ordinances and Procedures.

Good communication and writing skills; ability to gather information from others and make inquiries, ability to convey information and explain or describe Animal and Rabies Control policy and procedure to other interested parties. Further demonstrating the ability to communicate and work with community members, leaders elected officials and other executive stakeholders.

Knowledge of the support network of the state and local veterinary associations and public health agencies.

Knowledge of the services performed by the professional areas of the department.

Skill and accuracy in the control, organization and maintenance of files and records.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Handle all requests for medial variances of animal bites quarantine or dog park issues.

Minimum Qualifications

Bachelor of Science in Public Administration, Business Administration, or related education experience and at least 5 years of work experience working in the field of animal control, animal welfare, zoological institution, or similar animal care related work.

Supervisory and/or managerial experience in the field of animal control, animal welfare, zoological institution, or similar animal care related work.

Valid driver's license.

Physical Requirements

Light Work

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.