



## COOK COUNTY, ILLINOIS

### Deputy Administrator Animal Control/Veterinarian

#### PART TIME

#### Opportunity in Chicago

The Cook County Department of Animal and Rabies Control is seeking a **Part Time** Deputy Administrator Animal Control/Veterinarian 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.

This **Part Time** position, at the direction of the Administrator, serves in the capacity of a professional Veterinarian and may be filled on a part-time or full-time basis including on-call. The Deputy Administrator may assist the Administration and senior staff to formulate, review and implement policies as well as develop strategy to enforce State and County ordinance, laws relative to the control, registration and investigation of animals, and related incidents. Provides expertise answering questions regarding animals; animal bites; examination procedures; animal diseases; and laws regarding animals. Responsible for assisting in the review of departmental and County programs regarding responsible pet ownership and giving seminars relating to such subjects. In the event that the Administrator is not a licensed veterinarian, the Deputy Administrator will serve as the acting Veterinarian, making all required decisions regarding animal rabies observations and medical concerns.

#### **How do I apply?**

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto: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:	9382
Job Title:	Deputy Administrator Animal Control/Veterinarian
Salary Grade:	24
Bureau:	Bureau of Administration
Department:	Animal and Rabies Control
Dept. Budget No.	1510
Position I.D.	0122196
Shakman Exempt	

## **Characteristics of the Position**

### **General Overview**

At the direction of the Administrator, serves in the capacity of a professional Veterinarian and may be filled on a part-time or full-time basis including on-call. The Deputy Administrator may assist the Administration and senior staff to formulate, review and implement policies as well as develop strategy to enforce State and County ordinance, laws relative to the control, registration and investigation of animals, and related incidents. Provides expertise answering questions regarding animals; animal bites; examination procedures; animal diseases; and laws regarding animals. Responsible for assisting in the review of departmental and County programs regarding responsible pet ownership and giving seminars relating to such subjects. In the event that the Administrator is not a licensed veterinarian, the Deputy Administrator will serve as the acting Veterinarian, making all required decisions regarding animal rabies observations and medical concerns.

### **Key Responsibilities and Duties**

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

Serves on-call handling medical emergencies including tranquilized, injured animals.

Maintains active membership in Chicago Veterinary Association & Illinois Veterinary Association.

Serves as a resource & subject matter expert to Cook County regarding animal legislation.

Co-ordinates with Illinois Department of Public Health & Illinois State Veterinarian.

Reviews all requests for medical variances of animal control ordinances.

Responds to cruelty cases and instructs the proper care and treatment of animals. May represent the Department as an expert witness during any legal proceedings.

Participates with the Administrator on program review ensuring the operation of animal control procedures including but not limited to capture of animals, expertise with grant shelter operations, usage of drug use or in cases such as the euthanization/tranquilization, evaluate and review policies and procedures for effectiveness and consistency with animal control services goals, standard of care and operational needs.

Participates and assists in the annual Rabies Clinics events throughout the year.

### **Knowledge, Skills and Abilities**

Thorough knowledge of veterinarian medicine.

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

Knowledge of the support network of the state and local veterinary associations.

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

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

Good verbal communication and writing skills with the 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 others in person or by telephone.

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.

### **Minimum Qualifications**

Bachelor of Science in Public Administration, Business Administration, or related education PLUS at least one year work experience in the field of animal control, animal welfare, zoological institution, or similar animal care related work.

Licensed by the State of Illinois as a Veterinarian PLUS a minimum of one (1) year of practice in the field of veterinarian medicine.

Valid driver's license.

### **Preferred Qualifications**

Master's degree.

Three (3) or more years of administrative practice in animal care related work.

Supervisory or managerial work experience.

### **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 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.**