



## COOK COUNTY, ILLINOIS

### Animal Control Administrator Opportunity in Chicago

The Cook County Department of Animal Control is seeking an Animal Control Administrator 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.

Acting in the capacity as a professional Veterinarian, provides expert guidance and direction to the Cook County Department of Animal Control and the Cook County Board of Commissioners in formulating and reviewing policy and enforcing State and County ordinance, laws, etc. relative to the control, registration of animals and investigation of animal involved incidents. The Administrator must have a commitment to excellence, collaboration and engagement with Community partners. Provides expertise in answering questions regarding animals, animal bites, examination procedures, animal diseases and laws regarding animals. Reviews departmental and County programs regarding responsible pet ownership and provides seminars on these subjects. Responsible and accountable for the strategic, programmatic, financial, and operational management of the Cook County Department of Animal and Rabies Control.

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

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov). The position description can be found on the right side of this page under the Download option.

#### **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 Millennial 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 motorist, 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

### **Post Offer testing:**

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

## COUNTY OF COOK



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

Job Code: 2040  
Job Title: Animal Control Administrator  
Salary Grade: 24  
Bureau: Bureau of Administration  
Department: Animal Control  
Dept. Budget No. 510  
Position I.D. 9518064  
Shakman Exempt

### Characteristics of the Position

#### **General Overview**

Acting in the capacity as a professional Veterinarian, provides expert guidance and direction to the Cook County Department of Animal Control and the Cook County Board of Commissioners in formulating and reviewing policy and enforcing State and County ordinance, laws, etc. relative to the control, registration of animals and investigation of animal involved incidents. The Administrator must have a commitment to excellence, collaboration and engagement with Community partners. Provides expertise in answering questions regarding animals, animal bites, examination procedures, animal diseases and laws regarding animals. Reviews departmental and County programs regarding responsible pet ownership and provides seminars on these subjects. Responsible and accountable for the strategic, programmatic, financial, and operational management of the Cook County Department of Animal and Rabies Control.

#### **Key Responsibilities and Duties**

Collaborates with Cook County agencies and other community partners to ensure coordination, and effective communication in support of mutual goals and programmatic objectives.

Manages complex programs and projects from inception to completion.

Communicates pet disease management to a wide range of audiences and stakeholders, including veterinarians, the general public, and a major media market.

Provides the 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.

Conducts an on-going review and monitoring of the department's bite cases and animal pickups. Monitors rabies in raccoons by reading public health releases and through personal contact with public health officials. Provides knowledge of the problem to outside agencies.

Conducts seminars to educate the public on the prevention of rabies, handling stray animals and animal bites and to promote the understanding of the relationships of humans and animals in the urban community.

Manages Wildlife surveillance program for human-wildlife conflict (control) and zoonotic disease surveillance.

**Knowledge, Skills and Abilities**

Thorough knowledge of veterinarian medicine.

Knowledge of 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.

Skill in representing the agency, making presentations to County and outside agencies and groups, relating information of a technical and official nature.

Excellent oral and written communication skills and the ability to communicate effectively with tact and courtesy to internal and external agencies.

Accurate judgment in making decisions, reorganizing established precedents and meeting new problems. Ability to identify opportunities for process improvement.

This position may require moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Requires a driver's license.

**Minimum Qualifications**

Graduation from an accredited college or university with a Doctoral Degree in Veterinary Medicine, plus three (3) years of work experience in the practice of veterinary medicine

Must have a current license to practice veterinary medicine in the State of Illinois, a Drug Enforcement Administration (DEA) certification, and Illinois drug enforcement certifications.

**Preferred Qualifications**

MPH, MS or PhD in a related field.

Experience in Environmental Health: Shelter Environments; Global Health; Infectious Disease; Epidemiology; Disease Investigation; Disease Control; or related field.

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 ACCOMODATION 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](#)

[https://www.cookcountyil.gov/sites/default/files/mandatory\\_covid-19\\_vaccination\\_policy.pdf](https://www.cookcountyil.gov/sites/default/files/mandatory_covid-19_vaccination_policy.pdf)

#### **EEO Statement**

Cook County Government is an Equal Employment Opportunity ("EEO") employer. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, housing status, military service or discharge status, gender identity, genetic information, or any other protected category established by law, statute or ordinance as further defined in Chapter 44. Human Resources, Article II. Personnel Polices, Section 44-53 of the Cook County Code of Ordinances and Chapter 42. Human Relations, Article II. Human Rights, Section 42-35 of the Cook County Code of Ordinances.

**NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.**

**\*Must be legally authorized to work in the United States without sponsorship.**

#### **Social Media Disclaimer**

The County's hiring process is governed by the Cook County Employment Plan which prohibits employment actions from being influenced by any Political Reasons or Factors for Non-Exempt Positions. The advertisement of this position by any individual does not constitute an offer or promise of employment, promotion, or any other employment action and shall not influence the County's hiring decision. Cook County officials and employees who become aware of or receive a complaint that involves an allegation of Political Reasons or Factors being considered in the hiring process of Non-Exempt positions are obligated to refer the complaint to the Cook County Compliance Officer. If the Cook County Compliance Officer sustains allegations of Political Reasons or Factors being considered, Cook County will disqualify the Applicant or Candidate from consideration for employment and disciplinary action will be imposed on any involved Cook County employees, if applicable.

**The duties listed are not set forth for purpose 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.**