

TOWN OF SOUTHBURY

POSITION DESCRIPTION PART TIME NON-EXEMPT

Department: Animal Control Date: SBOS Approved 6/19/07; 8/17/17	Incumbent:	Title: Assistant Animal Control Officer Grade: 6
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Primary Accountabilities

Under the direction of the Animal Control Officer, exercises discretionary and independent judgment to provide receive and investigate complaints regarding animals. Enforces all laws, ordinances and policies both State and Town relating to animals.

May perform the duties of the Animal Control Officer as delegated.

Reports To

The Animal Control Officer

Consults With

State Animal Control Officer, State and local police, general public and complainants.

Supervises Directly

No one

Duties and Responsibilities

Receives complaints from general public by phone, letter email or in person and investigates all complaints received.

Prepares required State reports and forms and accounts for all receipts and fees collected. Maintains any and all records, reports, and schedules pertaining to the Animal Control department including but not limited to complaints, investigations, budgetary matters, pound operation, and public education regarding animal laws and rabies on Town and State levels.

May prepare and issue warnings, infractions, misdemeanor summons, search and seizure warrants and arrest warrants with reference to rabies exposure incidents, cruelty to domestic and companion animals, rabies vaccination violations, control of dangerous, nuisance and roaming animals and unlicensed dogs.

Assists Department of Health with feline and wildlife complaints with possible rabies involvement in accordance with established rabies response protocol.

Maintains a continuous daily log of all complaints received and files required reports; conducts neighborhood canvasses to ensure compliance with licensing and immunization.

Assists with injured animals as appropriate with potential for hazardous exposure, transporting for veterinarian services as needed; arranges for removal and disposition of deceased animals within the jurisdiction.

Investigates reports of cruelty to animals and reports same to proper authority.

Patrols streets in search of stray or roaming dogs; issues summons to persons in violation of the law.

Maintains an accurate accounting of all monies and animals received into the pound facility.

Transports hurt or sick animals to the Veterinarian.

Coordinates with and seeks counsel from State of Connecticut Animal Control on issues not covered by policy.

Files reports with the Police Department, State Attorney's Office and the State Department of Agriculture as requested. Other reports sent to Centralized Infraction Bureau.

Investigates all reported dog bites as required by State law and issues quarantines as necessary.

Maintains office, pound and kennel, cares for impounded animals including but not limited to care and feeding of animals, cleaning and disinfecting the kennel areas.

Maintains an active and successful adoption program for impounded and unclaimed animals.

Must be available to assist the Department in providing coverage on a 24 hour basis for emergencies and maintain operation for 365 days per year.

Conducts public awareness programs relative to animal laws and care with local organizations.

Assisting in setting up and running rabies clinic

Other Functions

Performs other related duties as required.

Required Knowledge, Skills and Abilities

Knowledge and skill in handling of animals well and injured, to ensure safety for all.

Knowledge and skill in handling of suspected cases of rabies in all animals.

Ability to be courteous, but firm, with the public.

Ability to read and understand laws, ordinances, departmental policies, rules and regulations.

Ability to write clear, concise and accurate reports.

Knowledge of the geographic boundaries of the Town, including the location of streets, schools, parks, etc.

Ability to keep routine records and maintain files.

Ability to establish and maintain positive working relationships and to deal diplomatically and effectively with other employees and the general public.

Ability to receive guidance and supervision; follow work rules and procedures; meet deadlines, punctuality and attendance standards.

Required Equipment Operations

Ability to operate standard office equipment including but not limited to telephone, copy machine, computer and various word processing and spreadsheet software programs. Ability to operate motor vehicles, snares, radios, telephones, elevators, fire extinguishers, hand truck, ropes, animal stretcher and animal traps.

May be required to operate a firearm as directed and provided.

Required Physical Effort

Sitting or standing at an assigned location and working continuously for extended periods of time utilizing various equipment; carrying animals, supplies and equipment up to 50 pounds; uses cleaning supplies, and materials for building and vehicle maintenance; cleaning windows, floors, kennels and work areas.

Required Qualifications (Minimum)

Graduation from high school plus specialized training as appropriate in the safe handling of animals or equivalent. Must possess a valid motor vehicle operator's license from the State of Connecticut. Combination of experience and education may be acceptable. Must be vaccinated to protect against potential rabies exposure after hire, and maintain immunization. Must have a current Connecticut Animal Control Officers certification or be willing to complete the certification within one year.