

Animal Control Officer

Town of Georgia

Job Description

Department: Administration
FLSA Status: Part-time, non-exempt & As Needed
Reports To: Town Administrator/Selectboard

OBJECTIVE/PURPOSE

The Animal Control Officer (ACO) is appointed by the Selectboard to administer and enforce Georgia's Animal Control Ordinance. The ACO responds to citizens' complaints; Handles animals in a humane and responsible manner and deals tactfully but firmly with animal owners. Independent judgement is expected, guided by the Selectboard's instructions, and applicable State statutes. The ACO investigates complaints pertaining to domestic animals (i.e., dogs running at large, unregistered dogs, bites, barking and cruelty reports) and must meet the performance expectations in the ACO Protocol while enforcing the municipalities Animal Control Ordinance.

DUTIES AND RESPONSIBILITIES

- Respond to complaints about any animal in violation of the Ordinance within the Town of Georgia.
- When possible and appropriate, apprehend and transport animals in a safe and humane manner to the designated pound.
- Issues warnings and citations for violations of the Ordinance, and conducts follow-up visits as necessary.
- Seeks opportunities to educate animal owners about the Ordinance, and its impact on both animal and owner.
- Coordinates with Town Clerk's office the verification of vaccinations, licenses, etc.
- Develop, update, and implement procedures, including the ordinance, with Selectboard oversight.
- Works independently, receiving general supervision from the Selectboard.
- Create and maintain records of each individual incident. Records must be complete and submitted to the Town Clerk within 7 calendar days of incident.

KNOWLEDGE, SKILLS, AND ABILITIES

- Required knowledge of local and state ordinances is expected.
- Knowledge of animal behavior, animal control laws, and skill in safely handling animals.
- Skills in apprehension of animals without causing harm and proper use of animal control equipment.
- The ability to interact thoughtfully and communicate professionally with the public, other town officials and local police departments.

EDUCATION AND EXPERIENCE

- No minimum level of education is required, however, a thorough knowledge of the town ordinance, as well as applicable State statutes, will be necessary;
- Eligible to hold town office;
- A citizen of the United States;
- A resident of the state of Vermont;
- 18 years of age or older;
- Available to carry out the duties of the position as listed above;
- Must be able to read and write; a requirement necessary to fill out report forms and issue fire prevention tickets;
- Must have a telephone and allow the town to publicly list the number;
- Although not mandatory, general good health is necessary to carry out most duties of the position;
- Reliable vehicle in which to respond to complaints, and, when possible and appropriate, to transport animals;
- Good interpersonal skills;
- Ability work irregular hours;
- Valid Driver's License.

SALARY, ETC.

- The salary of the Animal Control Officer shall be determined by the Selectboard for time spent in the performance of the duties of his/her office.
- The Animal Control Officer shall receive stipends for mileage, equipment, and training.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Georgia is an Equal Employment Opportunity employer.